

MANUFACTURED HOMES/ MANUFACTURED HOME PARK ORDINANCE



**CITY OF PASADENA
PLANNING DEPARTMENT
(713) 475-5543**

MANUFACTURED HOME PARKS

Reference: Ordinance 98-8

See ordinance listed above for specifics

- No homes allowed constructed prior to June 15, 1976. Each shall be a minimum 12 feet by 50 feet and a minimum 600 square feet.
- 3 or more manufactured homes is a manufactured home park.
- Not fewer than 5 acres of land.
- Maximum density 8 spaces per gross acre of site area
- Not less than 8% of gross area in open space for parks and recreation. 40% park area, 60% recreational uses
- Streets privately owned with not less than 24 ft pavement back to back of curb, curb and gutter both sides and 4 ft sidewalk on 1 side no parking on street. OR 28 ft. with curb and gutter both sides off street 4 ft sidewalk one side parking on one side property painted & striped. OR over 28 ft with approval of planning director
- No dead ends other than stub out for future road
- Culs-de-sac not over 500 ft. with turn-around of not less than 60 ft diameter.
- Not more than 2 driveways onto major thoroughfare or collector street. All driveways according to city standards.
- Water and sewer owner's responsibility. Easements must conform to subdivision ordinance. Public utility companies will install, own, operate and maintain underground distribution except service lateral to units. Developer must coordinate easement layout with company prior to final approval of park
- Fire hydrants within 500 feet of all spaces
- Street shall be lit at night with a min. intensity of .2 candles illumination
- Parks enclosed with a min. 6 ft sight obscuring fence. Landscaping required along public right of ways in compliance with the landscape ordinance
- Every space shall have an engineered concrete foundation or concrete pads of 30" by 30" by 4" min. thickness and reinforced with 6" by 6" no. 6 wire mesh
- Each space shall have a min 4" thick concrete slab min 32 square foot area for patio area
- No space of less than 5000 square feet
- Setback 15 feet for private rd or driveway, 25 feet for public roads
- Homes shall have a min 20 feet to any point of adjacent manufactured homes
- Each home will have 2 parking stalls, behind the curb or in a common parking area, tandem parking not allowed. No parking spaces accessing onto a public road. Guest parking 1 space per 10 units
- Homes must have skirting
- Must meet City of Pasadena construction standards for flexible base, sidewalks, streets, tie downs, drainage, water mains, sanitary sewers, etc.

(This provides only an overview and should not be considered a complete list of City of Pasadena requirements.)

Chapter 21 MOBILE HOMES AND MOBILE HOME PARKS*

***Editor's note:** Ord. No. 98-8, adopted January 13, 1998, repealed Ch. 21 in its entirety and enacted similar provisions to read as herein set out. Former Ch. 21 derived from the following ordinances:

Ord. No.	Date	Ord. No.	Date
70-151	8-4-70	83-24	1-25-83
74-100	5-21-74	84-13	1-24-84
75-18	4-22-75	86-243	10-28-86
77-182	9-27-77	94-173	9-13-94

Cross references: Buildings and general building regulations, Ch. 9; application of electrical code to mobile homes, § 12-3; payment of taxes prerequisite for obtaining license or permit, § 26-1 et seq.

State law references: Uniform standards code for mobile homes, Vernon's Ann. Civ. St. art. 5221f.

Art. I. In General, §§ 21-1--21-8

Art. II. Manufactured Home Taxation, Moving Permits, §§ 21-9--21-14

Art. III. Manufactured Homes Located Outside Manufactured Home Parks, §§ 21-15--21-33

Div. 1. Generally, § 21-15

Div. 2. Temporary Location, §§ 21-16, 21-17

Div. 3. Permanent Location, §§ 21-18--21-33

Art. IV. Manufactured Homes and Manufactured Home Parks, §§ 21-34--21-103

Div. 1. Generally, §§ 21-34--21-41

Div. 2. Manufactured Home Park Design Standards, §§ 21-42--21-70

Div. 3. Construction Standards Generally, §§ 21-71--21-83

Div. 4. Plat Procedures and Requirements, §§ 21-84--21-98

Div. 5. Operational and Management Requirements, §§ 21-99--21-103

ARTICLE I. IN GENERAL

Sec. 21-1. Definitions.

The words and phrases to be given special definitions and contained in this chapter are defined as follows. Words or phrases not specially defined herein shall be defined in accordance with their accepted meaning as used in context with the pertinent subject or as further defined in other ordinances or resolutions passed by the city council.

Mobile home: A detached single family structure designed for long term occupancy that was constructed before June 15, 1976, transportable by a separate

source of propulsion in one (1) or more sections which in the traveling mode is eight (8) body feet or more in width and forty (40) body feet or more in length, when erected on site is three hundred twenty (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, air conditioning and electrical systems.

Nonconforming manufactured home park (previously "mobile home park"): A group of three (3) or more mobile homes and/or manufactured homes located on a tract of land under one ownership, operated as a business investment of the owner. Also a mobile home park that was in existence prior to passage of this article originally authorized to place manufactured homes, mobile homes and temporary travel trailers each located on a space leased to its occupants who own or lease the living unit as their primary or temporary residence.

Manufactured home: A detached single-family structure designed for long term occupancy that was constructed on or after June 15, 1976, intended to be permanently placed at one (1) location, transportable by a separate source of propulsion in one (1) or more sections which in the traveling mode is twelve (12) body feet in width and fifty (50) body feet or more in length, when erected on site is six hundred (600) or more square feet, and which is designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems. The term does not include a recreational vehicle as that term is defined by 24 C.F.R. 3282.8 (g).

Manufactured home park: A group of three (3) or more manufactured homes located on a tract of land under one (1) ownership, operated as a business investment of the owner. A manufactured home park consists of only manufactured homes or travel trailers each located on a space leased to its occupants who own or lease the living unit as their primary residence.

Travel trailer: A vehicular portable structure built on a chassis, designed to be located on sites overnight or for other short periods of time as a temporary dwelling. These units have a degree of comfort and construction not acceptable as permanent living quarters and are so classified by any of the following characteristics:

- (1) Is specifically designated by the manufacturer as a travel trailer;
- (2) Is not greater than eight (8) feet in body width;
- (3) Is not greater than forty (40) feet in body length;
- (4) Is constructed to include propulsion as the source of, and integral to the unit;
- (5) Is equipped with permanently attached wheels and/or axles which are essential to its function.

Manufactured home placement: The process of moving a manufactured home onto a lot outside or inside of a manufactured home park or private property and receiving the necessary utility and inspection approvals prior to occupancy of the manufactured home.

License: An authorization, or written evidence thereof, issued by the city, to maintain and operate a manufactured home park within its corporate limits, and an authorization, or written evidence thereof, to place a manufactured home on private property.

Occupant: A person having custody and control of a manufactured home, or a member of the family of such person, within the third degree of consanguinity or the second degree of affinity, and living with such person in such home.

Owner: Any person, firm, partnership, corporation, association, organization, or groups thereof, who has title to or control, direction, maintenance, and supervision of a manufactured home park or a manufactured home.

Parking space or stall: An area of sufficient size to accommodate two (2) automobiles, minimum dimensions of such area to be eight and one-half (8 1/2) feet wide by eighteen (18) feet long per automobile.

Permanent foundation: An engineered concrete slab that meets the minimum loading specifications of the City of Pasadena.

Permit: An authorization, and the written evidence thereof, issued by the city to construct and equip a manufactured home park which, for the purposes of this chapter, shall be any manufactured home park other than one owned and operated by the government of the United State, the State of Texas, or political subdivisions thereof, within the city limits under the terms of this chapter.

Plat: The map, drawing or chart on which a developer's plan of a manufactured home park is presented with the city form of dedication and recorded with Harris County.

Side center-point of a manufactured home: A point within the plane of the exterior side wall of a manufactured home located one-half (1/2) of the total distance from the front to the back of the unit, and one-half (1/2) of the total distance from the top to the bottom of the unit.

Street: Any street, area, avenue, boulevard, drive, public place or highway designed for or commonly used for the purpose of travel by vehicles within the corporate limits of the city. Distinctions are made in this chapter between public, or streets outside the premises of a manufactured home park, and private, or streets inside the manufactured home park premises.

Tenant: A person having custody and residing in a manufactured home mobile home or travel trailer.

(Ord. No. 98-8, 1-13-98)

Secs. 21-2--21-8. Reserved.

ARTICLE II. MANUFACTURED HOME TAXATION, MOVING PERMITS

Sec. 21-9. Ad valorem taxation; manufactured home moving permits and fee.

(a) Any manufactured home or mobile home located within a manufactured home park or upon a private lot or tract of land as of January first (tax assessment date) of each year shall be rendered for taxation by the manufactured home or mobile home owner to the building official as provided for in the Property Tax Code, Sections 1.04(2), (3), 11.01, and 25-08, Vernon's Annotated Texas Statutes as amended. If both the land and the manufactured home or mobile home are owned by the same person, the manufactured home or mobile home shall be rendered as real property. If the owner of the manufactured home or mobile home is not the owner of the land, the manufactured home or mobile home shall be the liability of the owner of the manufactured home or mobile home and not a liability of the landowner. The "Over 65 Residential Homestead Exemption" shall be granted in those cases where applicable. Persons paying taxes under this section shall be issued a small sticker or decal indicating the taxes have been paid for the current year. Such sticker or decal shall be displayed in such a manner and location on said manufactured home or mobile home so as to be visible from the nearest street or drive within the manufactured home park or upon the private lot. Each manufactured home park owner shall inform the permit department in writing on "manufactured home information" cards furnished by the city of each manufactured home and mobile home located in his park as of January first.

(b) Before any manufactured home shall be moved within the city limits of Pasadena, either entering or leaving a manufactured home park or a private lot or tract of land, a manufactured home moving permit must be obtained for such move. Said permit shall be issued by the Permit Division and shall be issued to the owner of said manufactured home being moved or to the manufactured home moving contractor involved in moving said manufactured home. The manufactured home moving permit shall state the name and address of the manufactured home moving contractor, the name and address of the manufactured home owner, the present location and the proposed location of the manufactured home, the type, size and serial number of the manufactured home. All taxes, fees and other adjudicated debts owing to the city by said manufactured home owner shall be made in full payment before said permit shall be issued. Persons issued a permit under this section shall be issued a sticker or decal indicating the date of issue and the present and proposed locations of the manufactured home. Such sticker or decal shall be affixed to the manufactured home, approximately six (6) feet above the ground or road surface on the side nearest the center of the roadway, and shall remain affixed to the manufactured home until it arrives at its proposed location.

(c) Before issuance of a permit to move a manufactured home which was located in the city on January first to a location outside the city, prior to the establishment by the city council of the current year's tax rate, an estimated tax based on the current year's appraisal method and the previous year's tax rate shall be made. Such payment may be made "under protest", subject to appellate procedures provided under the Property Tax Code.

(d) Any movement of a manufactured home permitted herein shall comply with traffic regulations.

(e) The most recently approved Certified Harris County Tax Roll shall be used for the purpose of determining all manufactured homes and mobile homes which exist within the corporate limits of the City of Pasadena at passage of this article. Any manufactured homes and mobile homes not appearing on said tax roll shall be deemed to not have been in place at passage of this article. Anyone hereafter claiming to have a manufactured home or mobile home within the corporate limits of the City of Pasadena prior to passage of this article, and such manufactured home or mobile home is not shown on said tax roll, can present the building official any information substantiating the claim. The determination of the building official shall be final.

(Ord. No. 98-8, 1-13-98)

Secs. 21-10--21-14. Reserved.

ARTICLE III. MANUFACTURED HOMES LOCATED OUTSIDE MANUFACTURED HOME PARKS

DIVISION 1. GENERALLY

Sec. 21-15. General prohibition.

Except as otherwise specifically provided in this article, no mobile home or travel trailer shall be parked for use or occupancy on any tract of ground within the city limits except in a duly authorized manufactured home park. In no case shall a manufactured home, mobile home or travel trailer be parked for residential use and occupancy in any subdivision with deed restrictions, duly filed for record with Harris County, which expressly prohibit such activity.

(Ord. No. 98-8, 1-13-98)

DIVISION 2. TEMPORARY LOCATION

Sec. 21-16. Temporary location.

The building official may permit the parking for use or occupancy of a manufactured home, mobile home or travel trailer outside of a duly authorized manufactured home park for a period of time not exceeding ten (10) days when such manufactured home or travel trailer is occupied by persons employed in the operation of a temporary recreational, amusement, or civic activity; or for a period of time not exceeding one hundred twenty (120) days when such manufactured home, mobile home or travel trailer is parked adjacent to and in conjunction with the construction of a residence; or that period of time not exceeding the duration of actual construction of a nonresidential structure. Such temporary parking for use or occupancy of a manufactured home, mobile home or travel trailer shall be permitted only when the manufactured home, mobile home or travel trailer is parked on the same premises on which the activity is located and only when adequate sanitary facilities are available upon the premises for the use of the occupants of the manufactured home, mobile home or travel trailer. (Ord. No. 98-8, 1-13-98)

Sec. 21-17. Parking of manufactured homes, mobile homes or travel trailers on streets.

No person shall park any manufactured home upon any public street within the corporate limits of the city for a period of more than four (4) hours. No person shall likewise park, place, or locate any travel trailer, as defined in section 21-1 of this article, upon any public street within the corporate limits of the city for a period of more than forty-eight (48) hours. Any mobile home or travel trailer shall be parked parallel to the right side curb, completely clear of driving lanes or areas of the street or park, and facing in the direction which traffic shall be designated to travel on such street or in such driving area.

(Ord. No. 98-8, 1-13-98)

DIVISION 3. PERMANENT LOCATION

Sec. 21-18. Application of division; authority for permanent location.

The provisions of this division shall apply to a manufactured home permanently located on real property within the city outside an authorized manufactured home park. Such location is authorized, when all of the provisions of this division are complied with and when the license required by this chapter has been obtained.

(Ord. No. 98-8, 1-13-98)

Sec. 21-19. Compliance with building code and other ordinances; supervision and inspection of placement.

All applicable requirements of the building code of the city and other ordinances applicable to the installation of plumbing, electricity, water and gas must be complied with and the necessary permits acquired prior to a manufactured home being placed on a private lot under the provisions of this division. The building official shall supervise and inspect the permanent placement of a manufactured home in compliance with this division.

(Ord. No. 98-8, 1-13-98)

Sec. 21-20. Location with respect to other structures; set-back requirements.

All manufactured home placement occurring outside of a manufactured home park shall be so situated upon the lot or tract of land so as to not be within ten (10) feet of any building except it shall be not closer than ten (10) feet in an end-to-end placement or fifteen (15) feet in an end-to-side or side-to-side placement with any other manufactured home. The manufactured home(s) shall be placed in accordance with the front setback requirements of the recorded subdivision plat. If the manufactured home(s) is/are not within a recorded subdivision plat, or within a recorded plat not indicating a

front building setback, the setback shall be twenty-five (25) feet from the front of the property. A ten-foot setback shall be required from each side of the property, and an eight-foot setback shall be required from the rear of the property unless the property contains a rear utility easement of a greater width.

(Ord. No. 98-8, 1-13-98)

Sec. 21-21. Removal of tires, wheels and suspension components under manufactured home.

The tires and wheels of a manufactured home subject to this division shall be removed. The suspension components comprised of axles, shackles, springs and other protrusions beneath the frame shall also be removed prior to issuance of a certificate of occupancy.

(Ord. No. 98-8, 1-13-98)

Sec. 21-22. Manufactured home foundation.

Every manufactured home space shall be provided with an engineered concrete foundation to which the manufactured home is permanently attached and bolted. Further, each manufactured home unit shall provide devices for anchoring the unit to prevent over turning or uplift. It shall be the responsibility of the owner to insure that the anchorage system shall be adequate to withstand wind forces and uplift as required in the building code for buildings and structures, based upon the size and weight of the units. Failure to have adequate anchorage and foundation at all times shall constitute a violation of this section.

(Ord. No. 98-8, 1-13-98)

Sec. 21-23. Water and sewer connections.

A manufactured home governed by this division shall be connected to and provided with water lines and sanitary sewer connections.

(Ord. No. 98-8, 1-13-98)

Sec. 21-24. Parking requirements.

The lot or tract of land upon which the manufactured home(s) is/are situated shall be large enough to accommodate two (2) parking stalls for each living unit for the off-street parking of automobiles.

(Ord. No. 98-8, 1-13-98)

Sec. 21-25. Driveway.

There shall be a driveway constructed upon a lot or tract of land upon which a manufactured home is located under this division. Such driveway shall lead from the

public street to the manufactured home or adjacent to the manufactured home and it shall be constructed in accordance with the manufactured home park standards prescribed in this chapter.

(Ord. No. 98-8, 1-13-98)

Sec. 21-26. Minimum lot size/configuration.

All manufactured home placement occurring outside of a manufactured home park shall be required to have both a minimum lot area of five thousand (5,000) square feet for each manufactured home/dwelling located on the lot and a minimum width of fifty (50) feet at the front property line for each manufactured home/dwelling unit located thereon.

(Ord. No. 98-8, 1-13-98)

Sec. 21-27. Skirting.

Each manufactured home shall provide skirting of material and composition so as to prevent the ingress of rodents and other animals beneath the manufactured home. Skirting shall be attached to the manufactured home with galvanized screws or bolts prior to receiving a certificate of occupancy for said unit.

(Ord. No. 98-8, 1-13-98)

Secs. 21-28--21-33. Reserved.

ARTICLE IV. MANUFACTURED HOMES AND MANUFACTURED HOME PARKS

DIVISION 1. GENERALLY

Sec. 21-34. Mobile homes prohibited.

No mobile homes shall be placed or permitted within any manufactured home park in the City of Pasadena. Any new placement of a manufactured home in an existing nonconforming manufactured home park shall be allowed, however, any new placement of a mobile home is specifically prohibited. At such time as a mobile home is removed from a nonconforming manufactured home park, it shall be unlawful to replace a mobile home in the vacated space.

(Ord. No. 98-8, 1-13-98)

Sec. 21-35. Travel trailers.

Travel trailers shall be allowed to be placed within a manufactured home park or nonconforming manufactured home park subject to the regulations herein and provided that adequate sanitary facilities of said park are available for immediate connection from

the travel trailer. Such rental shall be by the day, week, or month and said occupant shall not remain in said park for a cumulative period of time exceeding one hundred eighty (180) days within any given calendar year or for two (2) consecutive one hundred eighty (180) day periods in two (2) consecutive calendar years.

(Ord. No. 98-8, 1-13-98)

Sec. 21-36. Nonconforming manufactured home parks prohibited.

No new nonconforming manufactured home parks shall be permitted to be constructed within the City of Pasadena.

(Ord. No. 98-8, 1-13-98)

Sec. 21-37. Limited placement exemption for nonconforming manufactured home parks.

Any new placement of a manufactured home in a nonconforming manufactured home park shall be subject to the unit separation and setback requirements of Ordinance No. 94-173.

(Ord. No. 98-8, 1-13-98)

Secs. 21-38--21-41. Reserved.

DIVISION 2. MANUFACTURED HOME PARK DESIGN STANDARDS

Sec. 21-42. Manufactured home park design standards.

All manufactured home park construction and installation required or permitted by this article shall conform to the building code of the city and manufactured home park standards, set out below.

(Ord. No. 98-8, 1-13-98)

Sec. 21-43. Minimum size development.

Any manufactured home development shall contain no fewer than five (5) acres for initial development.

(Ord. No. 98-8, 1-13-98)

Sec. 21-44. Density.

The maximum density of a manufactured home development shall not exceed eight (8) spaces per gross acre of site area.

(Ord. No. 98-8, 1-13-98)

Sec. 21-45. Open space.

Not less than eight (8) per cent of the gross site area shall be devoted to open space for parks and recreation facilities; generally provided in a central location or, in larger courts, decentralized. Recreation area includes space for community buildings and community use facilities, such as guest parking, adult recreation, child play area and swimming pools. Forty (40) per cent of the total open space area shall be used as park area, with the remaining sixty (60) per cent used for recreation play area.
(Ord. No. 98-8, 1-13-98)

Sec. 21-46. Streets and street widths.

All streets shall be privately owned and maintained and shall conform to the following specifications and in no case shall be less than the following:

- (1) Twenty-four-foot pavement (back to back of curb) standards with concrete curb and gutter both sides of street. A four-foot sidewalk is required on one (1) side of street. Parking shall not be on street due to safety and public convenience.
- (2) Twenty-eight-foot pavement standards (back to back of curb) with concrete curb and gutter both sides of street. A four-foot sidewalk required on one (1) side of street. Parking may be designated on one (1) side of street and shall be appropriately painted and striped to designate such areas.
- (3) Private streets in excess of twenty-eight-foot pavement width and curb and gutter may be accepted with approval from the director of planning.

(Ord. No. 98-8, 1-13-98)

Sec. 21-47. Dead-end streets and culs-de-sac.

(a) Dead-end streets shall be prohibited, except as short stubs projected to be continued in future manufactured home park expansion or when designed as culs-de-sac. Temporary turn-arounds shall be provided on projected streets until such time as they are extended.

(b) Cul-de-sac shall, generally, not exceed five hundred (500) feet in length and shall have a turn-around of not less than sixty (60) feet in diameter.

(Ord. No. 98-8, 1-13-98)

Sec. 21-48. Sidewalks.

Paved sidewalks shall be provided on one (1) side adjacent to all private streets within the manufactured home park. Sidewalks to be composed of portland cement

concrete, constructed four (4) feet, zero (0) inches in width with a four-inch thickness, six-inch by six-inch No. 10 wire mesh reinforcing throughout. Contraction joints at six-foot, zero-inch intervals. Subgrade to consist of two (2) inches of bank sand fill. Concrete to have a minimum cement content of four and five-tenths (4.5) sacks per cubic yard. All construction to comply with Manufactured Home Park Standards, Exhibit B, typical details.

(Ord. No. 98-8, 1-13-98)

Sec. 21-49. Limitation on access ways to streets.

If a manufactured home park opens onto a major thoroughfare or a collector street, as designated by the city, there shall be not more than two (2) driveways or places of access, ingress or egress.

(Ord. No. 98-8, 1-13-98)

Sec. 21-50. Driveway openings.

Driveway openings shall comply with Ordinance No. 1818 and Ordinance No. 69-254 requiring culverts in open ditches adjacent to all public streets and are adjacent to the construction site.

- (1) Maximum width of drives, thirty-five (35) feet, zero (0) inches, minimum twenty (20) feet, zero (0) inches.
- (2) Minimum driveway separation twenty (20) feet, zero (0) inches.
- (3) No opening of a drive within thirty-five (35) feet, zero (0) inches of an intersection.
- (4) All driveways to be according to standards.

(Ord. No. 98-8, 1-13-98)

Sec. 21-51. Utility easements.

Easements shall be provided for installation of utilities, exclusive of water and sewer which shall be the responsibility of the owner. Easements shall conform to Section 21 of the Basic Subdivision Ordinance. All public utility companies will install, own, operate and maintain a system of underground distribution, except for the service lateral to the manufactured home unit, of said utility. At the company's option, certain lots adjacent to overhead distribution facilities will be served from the overhead distribution system. Developers will provide required easements, clear such easements of all obstructions to company's trenching operation and bring same to final grade, all at no cost or expense to the company, before company installs any facilities. Developer must coordinate easement layout with company prior to final approval of manufactured home park plat and must coordinate location and installation of other utilities, if any, in these easements to minimize interference with company's cable installations.

(Ord. No. 98-8, 1-13-98)

Sec. 21-52. Drainage easements.

Where a manufactured home park is traversed by a watercourse, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such watercourse, and of sufficient width, as determined by the director of public works.

(Ord. No. 98-8, 1-13-98)

Sec. 21-53. Drainage system.

(a) *General.* No lot in any manufactured home park which is subject to flooding by rainfall shall be approved until drainage facilities adequate to carry off such rainfall have been provided, as determined by the director of public works.

(b) *Required facilities.* All necessary storm drainage facilities including enclosed storm sewers, bridges, storm water detention basins, culverts, and watercourse improvements, to carry off storm water within the manufactured home park and integrate such manufactured home park drainage with the overall urban drainage system, shall be installed in accordance with the then current requirements of the city public works department.

(Ord. No. 98-8, 1-13-98)

Sec. 21-54. Sanitary sewage system.

Sanitary sewers shall be installed to serve each lot in all manufactured home parks where connection is to be made immediately to a community disposal system or to a public sewage system. It shall be the responsibility of the owner to secure Texas State Health Department approval of the proposed system.

(Ord. No. 98-8, 1-13-98)

Sec. 21-55. Water system.

All water supply, treatment, storage and distribution facilities shall be furnished and installed in compliance with the requirements of the Standard Specifications of the City of Pasadena, the then current policies and specifications of the director of public works and the Texas State Department of Health.

(Ord. No. 98-8, 1-13-98)

Sec. 21-56. Fire hydrants.

Every manufactured home park shall be provided with standard fire hydrants as part of the water distribution system in accordance with current specifications and so that each space is within five hundred (500) feet of a fire hydrant.

(Ord. No. 98-8, 1-13-98)

Sec. 21-57. Lighting.

All streets shall be lighted at night with a minimum intensity of .2 foot candles illumination.

(Ord. No. 98-8, 1-13-98)

Sec. 21-58. Fence, screening and landscaping.

Manufactured home parks shall be enclosed with an approved fence not less than seven (7) feet in height, with no openings to adjoining property other than the required entrances and exits to streets or public walkways. A landscape area five (5) feet in width shall be required along all public rights-of-way. Landscape improvements shall comply with (b) and (e) through (j) of section 9-196, Pasadena Code of Ordinances.

(Ord. No. 98-8, 1-13-98)

Sec. 21-59. Manufactured home foundation or supports.

Every manufactured home space shall be provided with either an engineered concrete foundation to which the manufactured home is permanently attached and bolted; or with concrete pads (thirty-inch by thirty-inch by four-inch minimum thickness and reinforced with six-inch by six-inch No. 6 wire mesh) which shall serve as foundations for jacks or other devices used to support and level the manufactured home, and complying with typical detail standards. Such devices shall be located in parallel strips at the outside edges of the manufactured home and elsewhere as needed. Further, each manufactured home unit shall provide devices for anchoring the unit to prevent over turning or uplift. It shall be the responsibility of the manufactured home park owner to insure that the anchorage system shall be adequate to withstand wind forces and uplift as required in the building code for buildings and structures, based upon the size and weight of the units. Failure to have adequate anchorage, foundation, and concrete pads under the jacks or other supporting devices at all times shall constitute a violation of this section.

(Ord. No. 98-8, 1-13-98)

Sec. 21-60. Manufactured home patio or porch.

Each space within the manufactured home park shall have constructed a four-inch thick concrete slab with minimum thirty-two-square-foot area, reinforced with six-inch by six-inch wire mesh and designed to meet Exhibit B, patio detail and cross section of a typical lot.

(Ord. No. 98-8, 1-13-98)

Sec. 21-61. Minimum size of spaces; use of space restricted to one manufactured home or travel trailer.

No space in a manufactured home park shall be less than five thousand (5,000) square feet in area. No more than one (1) manufactured home or travel trailer shall be permitted on a single space.

(Ord. No. 98-8, 1-13-98)

Sec. 21-62. Setback requirements for units and manufactured homes.

Each manufactured home adjacent to a manufactured home park street or driveway shall be set back at least fifteen (15) feet therefrom. Each manufactured home located in a manufactured home park and adjacent to a public street shall be set back at least twenty-five (25) feet therefrom.

(Ord. No. 98-8, 1-13-98)

Sec. 21-63. Clearance between manufactured homes.

Manufactured homes shall maintain a minimum clearance of twenty (20) feet between any point of the adjacent manufactured homes.

(Ord. No. 98-8, 1-13-98)

Sec. 21-64. Off-street parking and guest parking.

Each unit in a manufactured home park shall be so laid out as to be provided with two (2) parking stalls adjacent thereto and behind the street curb line or within a common off-street parking lot. Tandem parking shall be specifically disallowed. Parking stalls shall be designed so as to be accessible only from one (1) or more manufactured home park streets and not from any abutting public streets. Guest parking should be made available at a ratio of one (1) parking space per ten (10) manufactured home units.

(Ord. No. 98-8, 1-13-98)

Sec. 21-63. Clearance between manufactured homes.

Manufactured homes shall maintain a minimum clearance of twenty (20) feet between any point of the adjacent manufactured homes.

(Ord. No. 98-8, 1-13-98)

Sec. 21-64. Off-street parking and guest parking.

Each unit in a manufactured home park shall be so laid out as to be provided with two (2) parking stalls adjacent thereto and behind the street curb line or within a common off-street parking lot. Tandem parking shall be specifically disallowed. Parking

stalls shall be designed so as to be accessible only from one (1) or more manufactured home park streets and not from any abutting public streets. Guest parking should be made available at a ratio of one (1) parking space per ten (10) manufactured home units.

(Ord. No. 98-8, 1-13-98)

Sec. 21-65. Water lines and sewer connections.

Each unit in a manufactured home park shall be provided with water lines and sanitary sewer connections, subject to all applicable ordinances, rules and regulations of the city and in accordance with the manufactured home park standards prescribed by this article.

(Ord. No. 98-8, 1-13-98)

Sec. 21-66. Skirting.

Each manufactured home shall provide skirting of material and composition so as to prevent the ingress of rodents and other animals beneath the manufactured home. Skirting shall be attached to the manufactured home with galvanized screws or bolts prior to receiving a certificate of occupancy for said unit.

(Ord. No. 98-8, 1-13-98)

Secs. 21-67--21-70. Reserved.

DIVISION 3. CONSTRUCTION STANDARDS GENERALLY

Sec. 21-71. Construction permit required.

No manufactured home park shall be constructed within the corporate limits of the city, unless the owner hereof has obtained a permit in accord with the provisions of this article.

(Ord. No. 98-8, 1-13-98)

Sec. 21-72. Private streets and construction.

All streets shall be constructed of six-inch reinforced concrete (No. 4 rods, two (2) feet on center set on metal chairs, three thousand (3,000) psi concrete) or flexible base with one and one-half-inch wear coarse hot mix asphalt approved by the director of public works.

(Ord. No. 98-8, 1-13-98)

Sec. 21-73. Flexible base.

Those materials meeting oval base shall be either crushed limestone, asphalt, concrete, or cement stabilized sand and shall meet the following specifications:

- (1) *Crushed limestone.* This material shall be crushed and shall consist of durable particles of crushed limestone mixed with approved binding material, and shall be used as a foundation course for surface course or other base courses. State Highway Spec. No. 247 and shall be six-inch minimum thickness.
- (2) *Cement stabilized sand.* This material shall conform to the requirements of the Texas Department of Transportation Standard Specifications for Item 275/276 Stabilized Sand Base Mixture at six-inch thickness.
- (3) *Hot mix asphalt concrete base.* This material shall conform to the requirements of the Texas Department of Transportation Standard Specifications for Item 340-A Asphalt Stabilized Base Mixture at four-inch thickness. The aggregate percentage and grading shall be designed by an independent laboratory for approval by the director of public works prior to the placement thereof.

The mixture when designed and tested in accordance with these specifications and methods outlined in Texas Highway Department Bulletin C-14, shall have the following laboratory density and stability and shall be laid with six-inch minimum thickness:

<i>Density</i> <i>(per cent)</i>	<i>Stability</i> <i>(per cent)</i>
92--96.....	Minimum 30

(Ord. No. 98-8, 1-13-98)

Sec. 21-74. Sidewalks.

Paved sidewalks shall be provided on one side adjacent to all private streets within the manufactured home park. Sidewalks to be composed of Portland cement concrete, constructed four (4) feet, zero (0) inches in width with a four-inch thickness, six-inch by six-inch No. 10 wire mesh reinforcing throughout. Contraction joints at six-foot, zero-inch intervals. Subgrade to consist of two (2) inches of bank sand fill. Concrete to have a minimum cement content of four and five-tenths (4.5) sacks per cubic yard. All construction to comply with Manufactured Home Park Standards, Exhibit B, typical details.

(Ord. No. 98-8, 1-13-98)

Sec. 21-75. Streets--Construction procedures.

Prior to placing of the base material, the prepared subgrade shall be checked for conformity with grades and lines established.

- (1) *Crushed limestone and cement stabilized sand.* The flexible base courses shall be delivered in approved vehicles of uniform capacity and dumped and spread uniformly on the prepared subgrade in layers of the

loose measure thickness as specified hereinafter. Materials so delivered shall be placed and shaped before the end of the workday. Isolated areas having an excess of coarse or fine materials shall be loosened, removed and replaced with materials conforming to the gradations as set forth previously.

All flexible base material shall be spread in uniform layers and moistened and bladed and rolled until a minimum of ninety-five (95) per cent of proctor density has been obtained.

- (2) *Hot mix asphalt base material.* This material shall be placed with an approved spreader capable of handling hot bituminous mixtures of specified evenness. The material shall be delivered in approved vehicles with clean smooth beds lightly oiled to prevent adhesion of the mixture to the truck bodies. The mixing plant, asphalt heating equipment and mixing and construction methods not outlined herein shall conform to those outlined in the Texas Highway Department Standard Specifications, Item 340. Construction shall be done in accordance with Section 340.6 of the Texas Highway Department Item 340. Compaction equipment shall include a pneumatic tired roller, a three-wheel and tandem flat wheel roller. Placing and finishing of the paving mixture shall meet the requirements set forth by the director of public works and the City of Pasadena "Standard Specifications".

(Ord. No. 98-8, 1-13-98)

Sec. 21-76. Streets, alleys and sidewalks (design standards and specifications).

(a) Plans. Typical sections showing the proposed pavement width, type, thickness and crown; the proposed curb or curb and gutter type as required, location in relation to center line and exposure; the proposed sidewalk dimensions and location in relation to curbs and property lines; the proposed street grading slopes, for each of the different types of streets and alleys in the manufactured home park.

(b) Alignment of each street, alley, sidewalk and crosswalkway showing a beginning and ending station; each deflection angle of the center line and the station of the point of intersection; the station of the point of curvature and the point of tangency of each curve; the station and angle of intersection of each intersection alley or drainage easement; the station and with another street, radius of each curb return; the location of adjacent right-of-way lines; the location and limits of sidewalks and curbs of each street.

(c) Location, description, and elevation of bench marks; the top of curb grade at each curb end, each fifty-foot station and each end of each curb return; the center line grade at each end and at each fifty-foot station of alleys; the gradient of each tangent grade and the location; and length of each vertical curve; the direction of storm drainage flow at each intersection; the profiles of streets, alleys, and drainage ditches shall show the natural ground at adjacent property lines and the proposed center line.

(d) All plans shall show scale, north arrow and date. Plan and profile shall be drawn to scale of one (1) inch equals fifty (50) feet horizontally and one (1) inch equals five (5) feet vertically.

(e) All street and alley plans and profiles shall bear the seal of a registered professional engineer.

(f) Concrete curb shall consist of portland cement concrete (two thousand five hundred (2,500) psi) with or without reinforcing steel as required, constructed on six-inch compacted lime stabilized subgrade or an equivalent with this specification and in conformity with lines and grades established by the project engineer and details shown on the plans. Concrete shall contain not less than four and five-tenths (4.5) sacks of cement per cubic yard, with a compressive strength of not less than two thousand five hundred (2,500) pounds per square inch. Reinforcing steel shall be deformed bars continuous longitudinally of No. 3 size, and complying with City of Pasadena, Manufactured Home Park Standards, Exhibit B, typical details.

(Ord. No. 98-8, 1-13-98)

Sec. 21-77. Drainage and drainage structures (design standards and specifications).

(a) *Plans.* The required plans shall show the following information:

- (1) Construction details of all drainage structures including dimensions, reinforcing, and components such as grates and manhole covers.
- (2) Alignment of drainage easements showing a beginning and ending station; each deflection angle of the centerline and the station of the point of intersection; the station of the point of curvature and the point of tangency of each curve, the station and angle of intersection of each intersection with another drainage easement, the location of each drainage structure, and the location and size of all storm sewers.
- (3) The center line grade at each end of each fifty-foot station of drainage ditches, the direction of storm drainage flow at each intersection, the flow line elevation of each storm sewer, at each point of change, each end, and at the intervening gradients.

(b) *Drainage computations.*

- (1) Run-off rates shall be computed as determined by the director of public works. In all cases run-off rates shall be computed on the basis of ultimate development of the entire watershed contributing run-off water to the proposed manufactured home park.

(Ord. No. 98-8, 1-13-98)

Sec. 21-78. Sanitary sewers (design standards and specifications).

(a) All gravity sewers shall be schedule 40, polyvinyl chloride (PVC) drain-waste-vent pipe or better conforming to A.S.T.M. and the National Sanitation Foundation Standard 14 and Commercial Standard CS 272-65 and CS 207-60.

(b) The minimum size of lateral sewer mains within the manufactured home park area shall be six (6) inches in diameter. Minimum grades shall be sufficient to produce a velocity of one and six-tenths (1.6) feet per second.

(c) All outfall mains shall be of sufficient size to accommodate the maximum anticipated flow from the entire area tributary to the line as approved by the director of public works.

(d) Lift stations shall be furnished where necessary, of such size and design as approved by the director of public works.

(Ord. No. 98-8, 1-13-98)

Sec. 21-79. Water mains (design standards and specifications).

(a) All water distribution mains shall be polyvinyl chloride (PVC) A.W.W.A., C-900 class 150 or better. Other suitable material may be used when authorized by the director of public works.

(b) The minimum size of lateral water mains shall be six (6) inches in diameter, except that a small main may be used when a looped system designed to serve less than eighteen (18) families is approved by the director of public works.

(c) All principal mains shall be of sufficient size to meet all anticipated requirements of the system as approved by the director of public works.

(d) The layout of mains shall assure two-way flow at all points in the system, with the exception of extensions on culs-de-sac and other dead ends approved by the director of public works.

(Ord. No. 98-8, 1-13-98)

Secs. 21-80--21-83. Reserved.

DIVISION 4. PLAT PROCEDURES AND REQUIREMENTS

Sec. 21-84. Application generally.

Application for a construction permit required by this article shall be made in writing and filed with the building official only after the plat has been approved by the City of Pasadena and filed with Harris County. Such application shall be submitted on a form prepared by the official and shall include, but not be limited to, the name and address of the parties to be in charge of the proposed manufactured home park.

(Ord. No. 98-8, 1-13-98)

Sec. 21-85. Fees.

Prior to the preparation of the preliminary plat, the developer may seek the advice of the planning department or the planning commission, in order to determine the feasibility of the proposal before substantial expense is incurred, to acquaint him with any plans and requirements for the area and to ascertain that the proposed development meets the primary objectives of this chapter. A filing fee according to Chapter 28, Article IV. Section 28-46 shall be paid by the developer for review of the project and shall not be refundable, in whole or in part. All fees shall be made payable to the City of Pasadena. Upon submittal of a preliminary plat and a final plat, a filing fee according to Chapter 28, Article IV. Section 28-46 shall be paid by the developer for review of the project and shall not be refundable, in whole or in part, whether approval is granted or not. All fees shall be made payable to the City of Pasadena.

(Ord. No. 98-8, 1-13-98)

Sec. 21-86. Map and preliminary plat to accompany application.

Each application for a permit under this division shall be accompanied by a location map, showing the location within the city of the platted property, and a preliminary plat of the proposed manufactured home park.

(Ord. No. 98-8, 1-13-98)

Sec. 21-87. Approval or disapproval of preliminary plat by planning and zoning commission--Generally.

(a) The applicant shall present the preliminary plat filed with such application and fees to the city planning and zoning commission for review at a regularly scheduled commission meeting. Within thirty (30) days after such presentation, the commission shall act on the preliminary plat, and written notice shall be given of its decision. If the plat is disapproved, such notice shall state the reasons for disapproval. The applicant or his agent shall be entitled to present evidence and argument to the commission.

(b) If the preliminary plat is disapproved, it may be resubmitted to the planning and zoning commission with the necessary recommended changes, and the commission must act upon such plat within thirty (30) days from the resubmission date.

(c) In the event the planning and zoning commission fails to act on a preliminary plat within the time prescribed by this section, the plat shall be deemed approved fraud or material misrepresentation in such application or plat, however, shall wholly defeat and bar such automatic approval.

(Ord. No. 98-8, 1-13-98)

Sec. 21-88. Same--Appeal from disapproval.

(a) Within ten (10) days after planning and zoning commission action disapproving a plat in accord with section 21-80, the applicant may file, with the city secretary, a written notice of appeal to the city council, in original and ten (10) copies, setting forth the prior actions on the application and plat, the objections thereto, and the action desired by the applicant. No appeal to the city council shall be permitted on any revised preliminary plat until a rehearing thereon has been held by the planning and zoning commission.

(b) If an appeal under this section is on an unrevised preliminary plat, the city council hearing fee shall be twenty dollars (\$20.00).

(c) The city secretary, upon approval by the mayor, shall fix a date for the hearing of an appeal under this section by the city council, which date shall fall within thirty (30) days after the filing of the appeal notice. The city secretary shall notify the applicant of the date, time and place of the hearing, at least ten (10) days prior to such date.

(d) The planning and zoning commission and the applicant for a permit under this division shall be entitled to present evidence and argument in all hearings under this section, subject to the rules and orders of the city council.

(e) The city council shall affirm, reverse or modify the action of the planning and zoning commission within fourteen (14) days after the hearing of an appeal under this section. In the event the city council fails to act on an appeal within the period of time prescribed therefor by this section, the planning and zoning commission action of record shall be affirmed.

(Ord. No. 98-8, 1-13-98)

Sec. 21-89. Final plat--Filing; form; accompanying plans and specifications.

When a preliminary plat of a proposed manufactured home park is approved in accordance with the provisions of this division, a final plat thereof must be filed with the planning and zoning commission within six (6) months of the date of preliminary plat review. The final plat shall meet all requirements of a preliminary plat filed under this division and shall be on reproducible film, linen or other material, safe and suitable for reproduction. Accompanying the final plat shall be a complete set of plans and specifications, scaled no smaller than one (1) inch equals one hundred (100) feet, prepared by a registered professional engineer of the State of Texas, for the construction of streets, parking areas, storm drainage, water lines, sewer lines, buildings and other facilities required by this chapter, which shall establish alignment and grades, type 3 of construction and other requirements in accordance with the manufactured home park standards prescribed in this chapter.

(Ord. No. 98-8, 1-13-98)

Sec. 21-90. Same--Approval or disapproval; recording.

(a) The applicant shall present a final plat filed pursuant to section 21-82 to the planning and zoning commission and such commission shall act on such plat within thirty (30) days after its presentation and file the same with the department of building inspection within thirty-seven (37) days after its presentation. In the event the planning and zoning commission fails to act upon such plat within thirty (30) days, the same shall be deemed approved as of the thirty-sixth day after its presentation to the commission.

(b) After approval of the final plat of a manufactured home park, a copy thereof shall be filed in the records of Harris County, Texas.

(Ord. No. 98-8, 1-13-98)

Sec. 21-91. Issuance.

Upon approval of a final plat and associated plans and specifications, as provided for in this division, and upon issuance of the license provided for in this article, the department of building inspection shall issue to the applicant the manufactured home park permit required by this division.

(Ord. No. 98-8, 1-13-98)

Sec. 21-92. Suspension.

In the event of violation, during the construction and equipping of a manufactured home park, of any provision of this article or of the permit, plat, application, plans or specifications provided for in this division, the building official shall have the right to suspend the permit issued under this division, and no further work shall be done under such permit until it has been reinstated. In addition, the building official shall have the power to issue stop-work orders and take other corrective action as provided in the building code.

(Ord. No. 98-8, 1-13-98)

Sec. 21-93. Termination.

A permit issued under this division shall automatically terminate, if construction of the manufactured home park is not commenced within six (6) months after the final plat therefor is approved, unless a six (6) month renewal is granted by the building official. It shall be unlawful for any person to commence any work on such manufactured home park after the permit has so terminated.

(Ord. No. 98-8, 1-13-98)

Sec. 21-94. Specifications and standards for manufactured home plats.

(a) *Preliminary plats and data for conditional approval.* The preliminary plat shall include the following information and other pertinent data as required to support the preliminary design of the proposed development:

(1) *Topographic data.*

a. Existing boundary lines, bearings and distances, and acreage of the proposed manufactured home park.

b. Present ownership, tract designation and property lines of all adjacent properties as shown by the official records of the county clerk of Harris County with adjacent ties to well established points of league survey corners.

c. Location, size and center line of all existing utilities, drainage structures, watercourses, railroads and other physical features affecting the proposed development.

d. Location, name, type and width of surfacing of all streets and alleys on or adjoining the proposed development.

e. Location, size and purpose of all easements and public areas on or adjoining the proposed development.

f. Topographic information including existing and proposed contours at intervals of not more than two (2) feet for grades up to five (5) per cent and not more than five (5) feet for grades over five (5) per cent and based on city standard datum or U.S.G.S. datum, which shall be specified on the plat.

g. Information concerning other conditions on the site such as marshes, wooded areas, buildings and other significant features may be required by the planning commission when deemed necessary.

h. Information concerning other conditions on adjacent land, such as direction and gradient of ground slope, buildings, railroads, power lines, towers and other nonresidential land uses of adverse nature may be required by the planning commission when deemed necessary.

(2) *Title and certificates.*

a. Present tract designation of record at office of the county clerk, Harris County.

b. New city or county block number, if any.

c. Title under which manufactured home park is to be recorded.

d. Notation stating acreage, scale, north arrow, datum bench marks, and data of survey.

(3) *Drawings.* The preliminary plat shall be drawn on sheets measuring twenty-four (24) inches by thirty (30) inches, at a scale of one hundred (100) feet to the inch or larger and shall show the following:

- a. Existing conditions required in (a)(1), "Topographic data."
- b. Proposed streets with names, roadway widths and types, central angles of street intersections, approximate grades and gradients; and similar information for alleys and other easements.
- c. Lot lines, lot numbers and block numbers.
- d. Any sites to be reserved or dedicated for parks, playgrounds, utility facilities or other public uses.
- e. Any sites for multifamily dwellings, shopping centers, industry, churches or other nonpublic uses exclusive of manufactured home dwellings.
- f. Building setback lines.
- g. Title, north arrow, scale and date.
- h. Key map, drawn at a satisfactory scale to show the relation of the property to adjacent existing streets and identifying features for a distance of at least a half-mile.
- i. Index sheet if plat is drawn on more than one (1) sheet, showing the entire manufactured home park at a suitable scale.

(b) *Final plats.* The final plat shall include the following information:

(1) *Data.*

- a. Primary control points, approved by the director of public works or description and "ties" to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred.
- b. Tract boundary lines, right-of-way lines of streets, easements and all other rights-of-way and identification lines of manufactured home units and other sites; with accurate dimensions, bearing or deflection angles and radii, arcs, and central angles of all curves.
- c. Name and width of each street.
- d. Location, dimensions and purpose of all easements.
- e. Number to identify each lot, site and block.
- f. Purpose for which all sites other than residential lots are dedicated or reserved.
- g. Minimum building setback lines on all lots and other sites.

- h. Location and description of monuments.
 - i. Present ownership, tract designation and property lines of all adjacent unplatted land.
 - j. Title, scale, north arrow and date.
- (2) *Titles and certificates.*
- a. Certification of registered professional engineer or registered Texas land surveyor certifying to accuracy of final plat.
 - b. A current title opinion showing land owner.
 - c. Certificate by the director of public works certifying compliance to the appropriate codes and ordinances of the City of Pasadena.
- (3) *Easement of fee strip instrument.* The developer of any manufactured home park plat shall obtain from the holder of any private easement or fee strip within the plat crossed by proposed streets, or alleys, or other public easements an instrument granting to the public the use of said streets, alleys, or easements over and across said private easements or fee strips for construction, operation and maintenance of those public facilities normally using the type of streets, alleys, and easements indicated. A signed copy of this instrument accompanied with a plot plan indicating such easements or fee strips shall be delivered to the planning and zoning commission and the original shall be filed for record.
- (4) *Drawings.* Final plat shall be drawn on reproducible film, linen or other material safe and suitable for reproduction. If more than one (1) sheet is necessary, the plat shall be accompanied by an index sheet showing the entire manufactured home park.
- c) *Standard forms.*
- (1) *Approval of Planning Commission.*
 This is to certify that the Planning Commission of the City of Pasadena, Texas, has approved this plat of (name of manufactured home park) as shown hereon, and has approved the instruments of dedication for the necessary easements to serve to manufactured home park which have been approved by the City of Pasadena and filed for record with the office of the county clerk of Harris County, Texas.

IN TESTIMONY WHEREOF, witness the official signature of the Chairman and Secretary of the Planning Commission of the City of Pasadena, Texas, this the _____ day of _____, 19_____.

 Secretary

 Chairman

Secs. 21-95--21-98. Reserved.

DIVISION 5. OPERATIONAL AND MANAGEMENT REQUIREMENTS

Sec. 21-99. Operating license.

(a) Upon approval of the final plat of a proposed manufactured home park, and prior to the issuance of the construction permit, under division 2 of this article, an annual license for the maintenance and operation of such manufactured home park shall be issued to the owner thereof by the city building official, upon payment to him of a fee of twenty-five dollars (\$25.00). Such license shall be valid for one (1) year or twelve (12) consecutive calendar months from the date thereof, unless sooner suspended, revoked or surrendered. Such license may be renewed annually in advance thereafter.

(b) No part of the license fee paid under this section shall be refunded for any reason. A license issued under this section shall not be transferable and no vested, irrevocable right is conferred by the issuance of such license.

(c) It shall be unlawful for any person to maintain or operate a manufactured home park unless a current license therefor has been issued under this section.

(Ord. No. 98-8, 1-13-98; Ord. No. 03-144, § 1, 7-8-03)

Sec. 21-100. Report of manufactured homes entering park.

The owner of a manufactured home park shall inform the department of building inspection, in writing, of each manufactured home that enters his park and for which utility and sanitary services are desired, in order to allow such department to inspect the manufactured home location and service connections.

(Ord. No. 98-8, 1-13-98)

Sec. 21-101. City agents' right of entry.

Duly authorized representatives from the departments of planning, health, police, permits and public works shall be permitted access to every manufactured home park and the streets, utility lines and connections and structures thereon, when performing city business, as a condition to the issuance of a permit and license under this article.

(Ord. No. 98-8, 1-13-98)

Sec. 21-102. Responsibility of a manufactured home owner.

(a) All such responsibilities as enumerated within this chapter.

(b) In the event a manufactured home or travel trailer is removed from a manufactured home park, the owner of said manufactured home or travel trailer shall, on

the day of departure, provide the owner of the manufactured home park, or his authorized agent with a forwarding address.

(Ord. No. 98-8, 1-13-98)

Sec. 21-103. Responsibilities of the manufactured home park owner or agent.

(a) All such responsibilities as enumerated in this Chapter 21 of the Code of Ordinances.

(b) The owner or his authorized agent shall maintain a register of park occupancy which shall contain the following information:

- (1) Name and address of park residents.
- (2) Location of each manufactured home within the park by space or lot number and street address.
- (3) Manufactured home registration data, including make, length, width, year of manufacture and identification number.
- (4) Moving permit number, if provided by owner of manufactured home or travel trailer.
- (5) Dates of arrival and departure.
- (6) Forwarding address, if provided by owner of manufactured home or travel trailer.

(c) A new register shall be initiated on January 1 of each year, and the old register shall be retired but shall be retired on the premises for at least one (1) year following the retirement. Registers shall be available for inspection at all reasonable times by an official of the City of Pasadena whose duties may necessitate access to the information contained therein.

(d) The owner or authorized agent shall notify park occupants of all applicable provisions of this division and inform each as to duties and responsibilities under this division.

(e) Each month every manufactured home park owner or his authorized agent shall inform the permit department in writing on such forms as furnished by the City of Pasadena those forwarding addresses provided by manufactured home or travel trailer owners who have departed during the previous month.

(f) The owner of any manufactured home park or nonconforming manufactured home park shall keep said park premises in a safe, clean, and healthy condition. Any lack of maintenance may cause termination of park license.

(Ord. No. 98-8, 1-13-98)