

**MANUFACTURED AND MOBILE HOMES & PARKS**

**11.01 PURPOSE**

An ordinance enforcing minimum standards for mobile home parks to promote the public health, safety, and welfare; establishing requirements for the design, construction, alteration, extension, and maintenance of mobile home parks and related utilities and facilities; authorizing the issuance of permits for construction, alteration, and extension of mobile home parks; authorizing the licensing of operators of mobile home parks; authorizing the inspection of mobile home parks; regulating the location of mobile homes; and fixing penalties for violations.

**11.02 STATUTES ADOPTED**

The provisions of Wis. Stats Chapter 66.0435 are hereby adopted by reference, except as hereinafter amended.

**11.03 DEFINITIONS**

As used in this Chapter:

- (1) "Accessory structure" means all structures constructed on a mobile home lot apart from the basic mobile home unit, and shall include awning, cabanas, storage cabinets (or sheds), carports, windbreaks, attached porches, and garages.
- (2) "Clerk" means Town Clerk.
- (3) "Common area" means any area or space designed for joint use of tenants occupying the mobile home park.
- (4) "Dependent mobile home" means a mobile home which does not have complete bathroom facilities.
- (5) "Driveway" means a minor private way used by vehicles and pedestrians on a mobile home lot or used for common access to parking or facilities.
- (6) "License" means a written license issued by the municipality allowing a person to operate and maintain a mobile home park under the provisions of this Chapter and regulations issued hereto under.
- (7) "Lot area" means the total area reserved for exclusive use of the occupants of a mobile home.
- (8) "Mobile home" means a manufactured transportable, single-family dwelling unit suitable for year-round occupancy, containing water supply, waste disposal, and electrical conveniences, and is ready for occupancy, except for minor and incidental unpacking and assembly operations at the site; and as defined in Wis. Stats., Chap. 66, Chapter 101.91(10).

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- (9) "Mobile home lot" means a parcel of land for the placement of a single mobile home and the exclusive use of its occupants.
- (10) "Mobile home park" means a parcel of land which has been developed for the placement of mobile homes and is owned by an individual, firm, trust, partnership, public or private association, or corporation.
- (11) "Mobile home stand" means that part of an individual lot which has been reserved for the placement of one (1) mobile home unit.
- (12) "Municipality" means the Town of Neenah.
- (13) "Nondependent mobile home" means the same thing as "mobile home".
- (14) "Park management" means the person who owns or has charge, care, or control of the mobile home park.
- (15) "Street" means a public way which affords principal means of access to individual mobile home lots or auxiliary buildings.
- (16) "Permit" means a written permit or certification issued by the municipality permitting the construction, alteration, or extension of a mobile home park under the provisions of this Chapter and regulations issued hereunder.
- (17) "Person" means any individual, firm, trust, partnership, or public or private association or corporation.
- (18) "Recreational Area" means land.
- (19) "Tenant storage area" means an enclosed space designed to provide auxiliary general storage space for an individual mobile home.

**11.04 PERMITS AND LICENSES**

**(1) Permits**

- (a) It shall be unlawful for any person to construct, alter, or extend any mobile home park within the limits of the municipality without a valid permit issued by the Town Board in the name of such person for the specific construction, alteration, or extension proposed.
- (b) All applications to the Town Board for permits shall be filed with the Town Clerk, reviewed by the Planning Commission, and shall contain the following:
  - 1. Name and address of applicant;
  - 2. Location and legal description of the mobile home park;
  - 3. Complete engineering plans and specifications of the proposed park, showing but not limited to the following:

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- a. The area and dimensions of the tract of land;
  - b. The number, location and size of all mobile home lots and the location of common areas;
  - c. The location and width of roadways and walkways;
  - d. The location of the mobile home stand within the mobile home lot;
  - e. Plans and specifications of all utilities, including sewage collection and disposal, storm water drainage, water distribution and supply, refuse storage and collection, lighting, electrical, telephone, and TV antenna systems;
  - f. Landscaping plans for the entire park, including a planting plan for the buffer strip;
  - g. Plans and specifications of all buildings to be located within the park; and
  - h. Such other plans, specifications, and information as may reasonably be required by the Town Board.
- (c) No permit shall be issued for the construction of a mobile home park unless said development plan provides for a minimum of 120 mobile home lots, except in the case of an addition to, or extension of, a contiguous mobile home park, in which case the minimum requirement shall be thirty (30) lots.
- (d) All applications for a permit shall be accompanied by the deposit for each mobile home lot proposed, plus normal construction permit fees for any buildings to be included in the mobile home park.
- (e) When, upon review of the application, the Town Board is satisfied that the proposed plan meets the requirements of this Chapter, a permit shall be issued.
- (f) Any person whose application for a permit under this Chapter has been denied may request and shall be granted a hearing on the matter before the Town Board under the procedure provided by Section 11.06 of this Chapter.
- (2) **Licenses**
- (a) It shall be unlawful for any person to operate any mobile home park within the limits of the municipality without a valid license issued annually by the Town Board in the name of such person for the specific mobile home park. All applications for licenses shall be made to the Town Board, which shall issue a license upon compliance by the applicant with provisions of this Chapter. There shall be a minimum of thirty (30) mobile home lots (with stands) completed and ready for occupancy before a license shall be issued to operate and occupy a mobile home park.

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(b) **Application Contents**

1. Applications for original licenses shall be in writing, signed by the applicant, accompanied by an affidavit of the applicant as to the truth of the application and the deposit fee for each fifty (50) lots, or fraction thereof prorated to the end of the calendar year, and shall contain the name and address of the applicant; the location and legal description of the mobile home park; and a site plan of the mobile home park showing all mobile home lots, structures, roads, walkways, and other service facilities as required by this Chapter.
2. Applications for renewals of licenses shall be made in writing prior to October of the year preceding the license renewal year by the holders of the licenses, shall be accompanied by the deposit fee for each fifty (50) lots, or fraction thereof, and shall contain any change in the information submitted since the original license was issued or the latest renewal granted. The fee shall be increased per day for each day of delayed application after October 1 (see fee schedule).

(c) **Mobile Home Parking Fee.** In addition to the license fee, the licensee, owner, or occupant of every mobile home shall pay and be jointly and severally liable for the payment of a monthly parking permit fee to the municipality. Such monthly parking permit fees shall be collected by the licensee, who is primarily liable for the payment thereof. The determination of the amount of such fee, the review thereof, and the enforcement of the payment and the disposition of such fee shall be in accordance with Chapter 66.0435(3)(c), Wis. Stats.

(d) After approval of such application in accordance with this ordinance and before issuance of such license, the applicant shall cause to be filed a surety bond. The bond shall guarantee the collection from the licensee of the monthly parking fee provided for in this Section and the payment of such fees to the Town Treasurer.

(e) Whenever, upon inspection of any mobile home park, the Town Board or their authorized agents find that conditions or practices exist which are in violation of any provision of this Chapter, the Town Board shall give notice in writing in accordance with Section 11.06 herein to the person to whom the license was issued that unless such conditions or practices are corrected within a reasonable period of time specified in the notice by the Town Board, the license shall be suspended. At the end of such period, the Town Board shall re-inspect such mobile home park and, if such conditions or practices have not been corrected, it shall suspend the license and give notice in writing of such suspension to the person to whom the license is issued. Upon receipt of notice of such suspension, such person shall cease operation of such mobile home park except as provided in Section 11.07. Any person whose application for a license under this ordinance has been denied may request and shall be granted a hearing on the matter before the Town Board under the procedure provided by Section 11.46 of this Chapter.

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- (f) Every person holding a license shall give notice in writing to the Town Board within three (3) days after having sold, transferred, given away, or otherwise disposed of interest in or control of any mobile home park. Such notice shall include the name and address of the person succeeding to the ownership or control of such mobile home park. Upon application in writing for transfer of the license and deposit fee, the license shall be transferred if the mobile home park is in compliance with all applicable provisions of this Chapter.

**11.05 INSPECTION, ENFORCEMENT, COMPLIANCE WITH REGULATION OF ORDINANCE**

- (1) The Town Board is hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this Chapter.
- (2) The Town Board and its authorized agents shall have the power to enter at reasonable times upon any private or public property for the purpose of inspecting and investigating conditions relating to the enforcement of this Chapter.
- (3) The Town Board and their authorized agents shall have the power to inspect the register containing a record of all residents of the mobile home park.
- (4) It shall be the duty of the park management to give the Town Board and their authorized agents free access to all lots at reasonable times for the purpose of inspection.
- (5) It shall be the duty of every occupant of a mobile home park to give the owner thereof, his agent, or his employee access to any part of such mobile home park at reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with this Chapter.

**11.06 NOTICES, HEARINGS, AND ORDERS**

- (1) Whenever the Town Board determines that there are reasonable grounds to believe that there has been a violation of any provision of this ordinance, the Town Board may order the discontinuance of such violation and shall give notice of such alleged violation to the person to whom the permit or license was issued. Such notice shall (a) be in writing; (b) include a statement for the reasons of its issuance; (c) allow a reasonable time for the performance of the act it requires; and (d) contain an outline of remedial action, which if taken, will effect compliance with the provisions of this Chapter. Such notice and order shall have been properly served when a copy thereof has been sent by registered U.S. Mail to the last registered post office of the permittee or licensee as registered with the Town Clerk, or when the same has been personally served upon the attorney-in-fact of such permittee or licensee, or when the same shall have been served in any other manner as provided by the Wisconsin Statutes for the service of process.
- (2) Any person affected by any notice which has been issued in connection with the enforcement of any provisions of this Chapter may request and shall be granted a hearing on the matter before the Town Board, provided that such person shall file in the office of the Town Board a written petition requesting such hearing and setting forth a brief statement of the grounds therefore within ten (10) days after the day such notice or order was served.

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- (3) The filing of the request for a hearing shall operate as a stay of the notice and of the order except in the case of an order issued under Subsection (5) below. Upon receipt of such petition, the Town Board shall set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing the petitioner shall be given an opportunity to be heard and to show why such notice and order should be modified or withdrawn. The hearing shall be commenced not later than ten (10) days after the day on which the petition was filed, provided that upon application of the petitioner, the Town Board may postpone the date of the hearing for a reasonable time beyond such ten (10) day period when in his judgment the petitioner has submitted good and sufficient reasons for such postponement.
- (4) Upon the expiration of the time required in such notice or order, or after such hearing, as the case may be, the Town Board shall make findings as to the compliance with the provisions of this Chapter and shall issue an order in writing sustaining, modifying, or withdrawing the notice and order, and the new order shall be served as provided in Subsection (1) above. Upon failure to comply with such order, either as sustained or modified, the license of the mobile home park affected by the order may be suspended or revoked.
- (5) Whenever the Town Board finds that an emergency exists which requires immediate action to protect the public health, it may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as it may deem necessary to meet the emergency, including the suspension of the permit or license. Notwithstanding any other provisions of this Chapter, such order shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately, but upon petition to the Town Board shall be afforded a hearing as soon as possible.

#### **11.07 EXEMPTIONS**

- (1) Where the Town Board finds that compliance with provisions of this Chapter would result in undue hardship, an exemption may be granted by the Town Board without impairing the intent and purpose of this Chapter. Deviations from design, construction, and installation provisions shall be brought into compliance with this Chapter within a reasonable period of time based on economic feasibility of improvement; nature, significance, and extent of deviation; depreciation of material; improvement; layout in use; and other similar factors.
- (2) Such period shall begin after the Town Board has given notice of a certain and specific deviation from this Chapter to the person to whom the permit or certification was issued.
- (3) Gradual improvements to a higher degree of conformity shall be permissive provided that there shall be complete conformity at the end of a period prescribed by the Town Board.

#### **11.08 GENERAL REQUIREMENTS**

Any person making application for a permit to construct a mobile home park shall meet the following design and system requirements:

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(1) Environmental Requirements

- (a) **Minimum Lot Size.** Individual lots within the mobile park must contain an area of not less than 5,000 square feet with a minimum width of fifty (50) feet.
- (b) **Required Separation Between Mobile Homes.** Mobile homes shall be separated from each other and from other buildings and structures by at least fifteen (15) feet. An accessory structure such as an awning, cabana, storage cabinet, carport, windbreak, or porch attached to the mobile home, shall for purposes of separation requirements, be considered a part of the mobile home. Detached accessory structures shall be allowed only if included and approved as part of the original or revised mobile home park plan.
- (c) **Setback and Buffer Strips**
1. Each mobile home shall be located at least seven (7) feet from any mobile home lot line.
  2. The mobile home shall be set back a minimum of twenty five (25) feet from public streets.
  3. All mobile homes shall be located at least forty (40) feet from any park property boundary line, except where the adjoining property is also a mobile home park.
- (d) **Screening.** All mobile home parks shall be provided with screening of natural growth along the property boundary line separating the park and such adjacent properties, except where the adjoining property is also a mobile home park. The planting area shall have a minimum width of fifteen (15) feet. Within such a planting area there shall be established, within six (6) months after issuance of the license for the occupation of such mobile home park, the following plantings:
1. A temporary planting of fast-growing material capable of reaching a height of fifteen (15) feet or more, such as Lombardy poplar.
  2. A permanent planting such as White or Norway pine, the individual trees to be of such a number and so arranged that within ten (10) years they will have formed a screen equivalent in opacity to a solid fence or wall. Such permanent planting shall be grown or maintained at a height of not less than fifteen (15) feet.
- (e) **Recreation Areas.** In all mobile home parks there shall be one or more recreation areas which shall be easily accessible to all park residents. The size of such recreation areas shall be based upon a minimum of 200 square feet for each lot. No outdoor recreation area shall contain less than 2,500 square feet. Recreation areas shall be located so as to be free of traffic hazards and should, where the topography permits, be centrally located.

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- (f) **Allowable Uses.** Single family mobile homes as defined by this Chapter shall be allowed, and any approved accessory structures included in the original plans and specifications, or revisions thereof. Dependent and model mobile homes shall specifically be prohibited from placement within mobile home parks.

Parks, playgrounds, and open-space shall be allowed, as well as the following commercial uses when they are for the exclusive use of park residents:

1. Mobile home park office,
2. Laundromat, and
3. Clubhouse and facilities for private social or recreation clubs.

Signs pertaining to the lease, hire, or sale of individual mobile homes, not more than two (2) square feet in area, shall be allowed, as well as one (1) mobile home park identification sign not more than fifty (50) square feet in area, to be located in proximity to the park entrance.

#### 11.09 ACCESS REQUIREMENTS

- (1) **General Requirements.** All mobile home parks shall be provided with safe and convenient vehicular access from abutting public streets or roads to each mobile home lot. Such access shall be provided by streets, driveways, or other means.
- (2) **Park Entrance.** Entrances to mobile home parks shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.
- (3) **Internal Streets.** Surfaced roadways shall be sufficient to accommodate anticipated traffic and in any case shall meet the following minimum requirements.
  - (a) **Roadway width.** All hard surface streets must be twenty (20) feet wide, with a top of twenty-six (26) foot minimum.
  - (b) Right-of-way width interior streets must be sixty (60) feet wide and inlet and outlet streets must be sixty-six (66) feet wide.
  - (c) Dead end streets (cul-de-sacs) shall be limited in length to 1,000 feet and shall be provided at the closed end with a turn-around having an outside roadway diameter of at least sixty (60) feet.



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- (4) **Street Construction and Design Standards**
- (a) **Pavements.** All streets shall be provided with a smooth, hard, and dense surface which shall be durable and well drained under normal use and weather conditions. Pavement edges shall be protected to prevent raveling of the wearing surface and shifting of the pavement base.
  - (b) **Grades.** Grades of all streets shall be sufficient to ensure adequate surface drainage, but shall not be more than eight percent (8%).
  - (c) **Intersections.** Within 100 feet of an intersection, streets shall be at approximately right angles. A distance of at least 150 feet shall be maintained between center lines of offset intersecting streets. Intersections of more than two (2) streets at one point shall be avoided.
- (5) **Parking Requirements.** On-street parking, or parking in the street right-of-way, shall be prohibited, except as provided in paragraph (d) below.
- (a) A minimum of two (2) parking spaces shall be provided per mobile home lot.. Such spaces shall be located within 150 feet of the mobile home lot to be served.
  - (b) **Visitor Parking.** A minimum of one (1) space for every four (4) mobile home lots shall be provided for visitor parking purposes.
  - (c) **Parking Space.** Each parking space shall contain a minimum of 200 square feet. The space shall be paved with a smooth, hard, and dense surface which shall be durable and well drained under normal use and weather conditions.
  - (d) **Use of right-of-way for parking.** In no instance shall the required street pavement width be used for parking purposes. The remaining right-of-way width may be used for parking purposes only if the spaces are perpendicular to the street.
  - (e) **Parking Restrictions.** Parking of boats, trailers, campers, snowmobiles, or other similar vehicles shall be restricted to an area provided by the park management specifically for said purpose.
- (6) **Walkways.** All parks shall be provided with safe, convenient, all-season pedestrian access of adequate width for the intended use, durable and convenient to maintain, between individual mobile homes, the park streets, and all community facilities provided for park residents. Sudden changes in alignment and gradient should be avoided.
- (a) **Common Walk System.** A common walk system shall be provided and maintained between locations where pedestrian traffic is concentrated. Such common walks shall have a minimum width of four (4) feet.
  - (b) **Individual Walks.** All mobile home stands shall be connected to common walks, to paved streets, or to paved driveways or parking spaces connected to a paved street or roadway. Such individual walks shall have a minimum width of two (2) feet.

### 11.10 MOBILE HOME STAND

For the purpose of this Chapter, a mobile home stand shall be defined as an area fifteen (15) feet by seventy (70) feet. The mobile home stand shall consist of a crowned hard surface to provide adequate support for the placement and tie-down of the mobile home, thereby securing the superstructure against uplift, sliding, rotation, and overturning.

- (1) The mobile home stand shall not heave, shift, or settle unevenly under the weight of the mobile home due to frost action, inadequate drainage, vibration, or other forces acting on the structure.
- (2) The mobile home stand shall be provided with anchors and tie-downs such as cast-in-place concrete "dead men" eyelets embedded in concrete foundations, runways screw augers, arrowhead anchors, or other devices securing the stability of the mobile home.
- (3) Anchors and tie-downs shall be placed at least at each corner of the mobile home stand and each shall be able to sustain a minimum tensile strength of 2,800 pounds.

### 11.11 SITE SUITABILITY AND STORM WATER DRAINAGE

Condition of soil, ground water level, drainage, and topography shall not create hazards to the property or the health or safety of the occupants. The site shall not be exposed to objectionable smoke, noise, odors, or other adverse influences, and no portion subject to unpredictable and/or sudden flooding, subsidence, or erosion shall be used for any purpose which would expose persons or property to hazards.

- (1) **Soil and Ground Cover Requirements.** Exposed ground surfaces in all parts of the mobile home park that are not paved, covered with stone screenings, or covered with other solid material shall be protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.
- (2) **Site Drainage Requirements.** The ground surface in all parts of every mobile home park shall be graded and equipped to drain all surface water in a safe and efficient manner.
- (3) **Legal Compliance.** The mobile home park shall comply with all state, county, and Town laws, regulations, rules, and ordinances regarding siting and drainage.

### 11.12 PUBLIC UTILITY SYSTEMS

All utility service systems shall be installed and maintained in accordance with applicable codes and regulations governing such systems.

- (1) Public utility service outlets shall be provided at each mobile home stand for electric, telephone, gas (if provided), and TV antenna service systems.
- (2) All utility service lines shall be located underground within the mobile home park.

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- (3) Each mobile home park shall have no more than one (1) satellite dish over two (2) feet in diameter or one (1) outdoor TV antenna over two (2) feet in span to service all park residents.

**11.13 STREET AND PUBLIC WALKWAY ILLUMINATION REQUIREMENTS**

All parks shall be furnished with lighting units so spaced and equipped with lights placed at such mounting heights as will provide the following average maintained levels of illumination for the safe movement of pedestrians and vehicles at night:

- (1) All parts of the park street system shall have a minimum of 0.2 average maintained foot-candles;
- (2) All parts of the public walkway system shall have a minimum of 0.3 average maintained foot-candles; and
- (3) Potentially hazardous locations, such as street intersections and steps or stepped ramps, shall be lighted directly.

All street or walkway light poles shall be decorative in nature (decorative is defined here as a pole made of concrete, aluminum, steel, or laminated wood rather than the traditional wood utility pole).

**11.14 FIRE PROTECTION.** See Chapter 5.07 herein.

- (1) Mobile home parks shall be kept free of litter, rubbish, and other flammable materials.
- (2) Fires shall be made only in barbecue pits, fireplaces, stoves, or other equipment intended for such purposes. Incinerators for the specific purpose of burning refuse shall be prohibited.
- (3) Cooking shelters, barbecue pits, fireplaces, and wood-burning stoves shall be so located, constructed, maintained, and used as to minimize fire hazards and smoke nuisances, both on the property on which used and on neighboring property. No open fire shall be permitted except in facilities provided. No open fire shall be left unattended. No fuel shall be used which emits dense smoke or objectionable odors.
- (4) Fire hydrants shall be installed in accordance with the following requirements:
  - (a) The water supply system shall permit the operation of a minimum of two (2) one and one-half (1½) inch hose streams.
  - (b) Each of two (2) nozzles, held four (4) feet above the ground, shall deliver at least seventy-five (75) gallons of water per minute at a flowing pressure of at least thirty (30) pounds per square inch at the highest elevation point of the park.
- (5) Fire hydrants shall be located within 500 feet of any mobile home, service building, or other structure in the park.

### **11.15 LOCATION OF MOBILE HOMES**

- (1) It shall be unlawful for any person to park any mobile home on any public roadway or other public place, or on any tract of land owned by any person, except as licensed for mobile home park use in compliance with this Chapter or except as provided in Subsection (2) below and in the Winnebago County Zoning Ordinance.
- (2) Emergency and temporary stopping or parking is permitted on any public roadway for not longer than one (1) hour subject to any other and further prohibitions imposed by the traffic and parking regulations or ordinances for that public roadway.
- (3) All occupied mobile homes not located in a mobile home park shall be subject to the monthly parking fee established in Section 11.04(2)(c) of this Chapter.

### **11.16 WATER SUPPLY AND DISTRIBUTION SYSTEM**

An adequate, safe, and potable supply of water shall be provided in each mobile home park. Where a public supply of water of satisfactory quantity, quality, and pressure is available at the site or at the boundary of the site, connection shall be made thereto and its supply used exclusively. When a satisfactory public water supply is not available, a private water supply system shall be developed and used as approved by the Public Service Commission (Chap. PSC 184, Wis. Admin. Code).

### **11.17 SEWAGE DISPOSAL SYSTEM**

An adequate and safe sewer system shall be provided within all mobile home parks for conveying all sewage. The mobile home park sewer system shall make connection to the public sewerage system at the boundary of the site and shall use its disposal and treatment services exclusively. The mobile home park sewer system shall be constructed and maintained according to standards set by state statutes and regulations and applicable sanitary district rules, regulations, and ordinances.

### **11.18 REFUSE STORAGE AND COLLECTION SYSTEM**

- (1) The storage, collection, and disposal of refuse in the mobile home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution.
- (2) All refuse shall be stored in fly-tight, watertight, rodent proof containers, which shall be located not more than 150 feet from any mobile home lot. Containers shall be provided in sufficient number and capacity to properly store all refuse.
- (3) Refuse collection stands shall be provided for all refuse containers. Such container stands shall be so designed as to prevent containers from being tipped to minimize spillage and container deterioration and to facilitate cleansing around them.
- (4) All refuse containing garbage shall be collected at regular intervals. Where suitable collection service is not available from public or private agencies, the mobile home park operator shall provide this service. All refuse shall be collected and transported in covered vehicles or covered containers.

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- (5) In no instance may disposal of the waste be carried out through incineration on the mobile home park site.

**11.19 MISCELLANEOUS REQUIREMENTS**

**(1) Responsibility of the Park Management**

- (a) The person to whom a license for a mobile home park is issued shall operate the park in compliance with this Chapter and shall provide adequate supervision to maintain the park, its facilities, and equipment in good repair and in a clean and sanitary condition.
- (b) The park management shall notify park occupants of all applicable provisions of this Chapter and inform them of their duties and responsibilities under this Chapter.
- (c) The park management shall supervise the placement of each mobile home on its mobile home stand which includes securing its stability and installing all utility connections.
- (d) The park management shall maintain a register containing the names of all park occupants identified by lot number or street address, the motor vehicle license numbers, and the places of employment. A copy of such register, listing all of such information, and all monthly changes as of the first day of each month, shall be mailed to the Town Clerk by the park management on or before the tenth day of each month.
- (e) The park management shall notify the Town Board immediately of any suspected communicable or contagious disease within the park.
- (f) In every mobile home park, the park management shall locate an office for the attendant or person in charge of said park. A copy of the park license and this Chapter shall be posted therein, and the park register shall at all times be kept in said office.
- (g) The park management shall collect the monthly parking permit fee provided for in Section 11.04 of this Chapter. An account shall be kept showing the names of persons paying said service charges and the amount paid.

**(2) Responsibilities of Park Occupants**

- (a) The park occupant shall comply with all applicable requirements of this Chapter and shall maintain his mobile home lot, its facilities, and equipment in good repair and in a clean and sanitary condition.
- (b) The park occupant shall be responsible for proper placement of his mobile home on its mobile home stand and proper installation of all utility connections in accordance with the instructions of the park management.

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- (c) Pets, if permitted in the park, shall not be permitted to run at large or to commit any nuisance within the limits of any mobile home lot.
- (d) The undercarriage, supports, and stabilizing devices of the mobile home shall be skirted to maintain an attractive community appearance.
- (e) Porches, awnings, and other additions shall be installed only if permitted and approved by the park management. When installed, they shall be maintained in good repair. The space immediately underneath a mobile home shall be used for storage only if permitted by the park management. If permitted, the following conditions shall be satisfied:
  - 1. The storage area shall be provided with a base of impervious material;
  - 2. Stored items shall be located so as not to interfere with the underneath inspection of the mobile home; and
  - 3. The storage area shall be enclosed by skirting.
- (f) The park occupant shall store and dispose of all his rubbish and garbage in a clean, sanitary, and safe manner. The garbage container shall be rodent proof, insect proof, and water tight.
- (g) Fire extinguishers of at least five (5) pounds for Class A, B, and C fires shall be kept at the premises and maintained in working condition.

**11.20 PENALTIES**

Any person who shall violate any provision of this Chapter shall, upon conviction thereof, forfeit not less than fifty dollars (\$50.00), nor more than \$500.00, together with the costs of prosecution; each day of noncompliance with any such provision shall constitute a separate violation.