

ARTICLE VI (E)
"M-P" MANUFACTURED HOME PARK DISTRICT

Section 1. Intent and Purpose of District: It is the intent of the "M-P" Manufactured Home Park District to permit low-density manufactured home uses in a park-like atmosphere.

Section 2. District Regulations: In District "M-P", no building shall be used and no building shall be erected, altered or enlarged, which is arranged, intended, or designed for other than independent manufactured homes, or independent trailer house coaches, and customarily accessory service buildings.

Section 3. Definitions:

1. **Independent Manufactured Home:** A manufactured home means a factory built structure or structures more than eight feet (8') in width and more than thirty-six feet (36') in length equipped with the necessary service connections for required utilities, having the plumbing, heating, and electrical systems contained therein and made so as to be readily movable as a dwelling unit or units without a permanent foundation. The phrase without a permanent foundation indicates that the support system is constructed with the intent that the manufactured home placed thereon may be moved from time to time at the convenience of the owner.
2. **Licensee:** Any person licensed to operate and maintain a manufactured home park under the provisions of this Ordinance.
3. **Manufactured Home Space:** A plot of ground within a manufactured home park designed for the accommodation of one (1) manufactured home.
4. **Natural or Artificial Barrier:** Any river, pond, canal, railroad, levee, embankment, or major street.
5. **Permittee:** Any person to whom a permit is issued to maintain or operate a manufactured home park under the provisions of this Ordinance.
6. **Person:** Any individual, firm, trust, partnership, association or corporation.
7. **Street:** Any recognized thoroughfare in the City.

Section 4. Use Regulations:

1. Manufactured Homes.

2. The following uses may be allowed by special use permit when submitted, reviewed, and approved by the Board of Zoning Appeals.
 - a. Home Occupations
 - b. Day Care Homes

Section 5. General Requirements:

1. The tract to be used for a manufactured home park shall not be less than five (5) acres.
2. It shall be unlawful for any person to construct, alter or extend any manufactured home park within the limits of the City unless permitted by zoning regulations, and he holds a valid permit issued by the City of Liberal in the name of such person for the specific construction, alteration, or extension proposed.
3. No permit to construct, alter or expand a Manufactured Home Park shall be issued by the Building Official if the construction, alteration or expansion of the Manufactured Home Park does not comply with the final site plan approved by the Planning Commission as outlined in Section 5, 4d.
4. The application process for a Manufactured Home Park rezoning is as follows:
 - a. The applicant shall file with the Secretary of the Planning Commission a rezoning application on forms provided by the Secretary of the Planning Commission.
 - b. In addition to the rezoning application, the applicant shall also submit to the Planning Commission a preliminary site plan which shall contain the following information:
 - (1) The area and dimensions of the tract of land;
 - (2) The number, location and size of all manufactured home lots;
 - (3) The location and width of roadways and walkways;
 - (4) The location of water and sewer lines and riser pipes;
 - (5) Plans and specifications of the water supply and refuse and sewage disposal facilities;
 - (6) Plans and specifications of all buildings constructed or to be constructed within the manufactured home park;
 - (7) The location and details of lighting and electrical systems;
 - (8) Landscaping, screening and recreation area;
 - (9) The location of each manufactured home stand; and
 - (10) Drainage report.

A preliminary plat is not required for manufactured home rezoning.

- c. The Planning Commission shall review the preliminary site plan at the rezoning hearing and submit comments to the developer.
 - d. If the rezoning is approved by the Planning Commission and the Liberal City Commission, the applicant will be instructed to submit a final site plan and a final plat. The final plat will be prepared in accordance with the Liberal City Subdivision Regulations and will be filed with the Register of Deeds. The final plat shall show public easements, right-of-ways and other public property dedications. The final site plan will be approved by the Planning Commission and the City Commission and placed on file with the Building Official.
 - e. Construction permits shall be issued by the Building Official in accordance with the approved final plat and site plan.
 - f. Any amendments to the final site plan shall be submitted to the Planning Commission and City Commission before the Building Official issues a construction permit.
 - g. All preliminary plans for a Manufactured Home Park shall be accompanied by a payment of a fee of \$100.00 plus \$2.00 per manufactured home lot space.
 - h. All applications for construction permits shall be accompanied by the Payment of a fee of two dollars (\$2.00) per manufactured home space. Applications shall be on forms provided by the City.
5. The Manufactured Home Park shall conform to the following requirements:
- a. The park shall be located on a well-drained site, properly graded to insure rapid drainage and freedom from stagnant pools of water.
 - b. Manufactured Home Parks shall have a maximum density of eight (8) manufactured homes per gross acre and minimum space of thirty-two hundred square feet (3,200 sq. ft.) for each manufactured home.
 - c. Each manufactured home space shall be at least thirty- five feet (35') wide and clearly defined.
 - d. Manufactured homes shall be so located on each space that there shall be at least twenty feet (20') of clearance between manufactured homes; provided that with respect to manufactured homes parked end-to-end, the end-to-end clearance may be less than twenty feet

(20'), but shall not be less than fifteen feet (15'). No manufactured home shall be located closer than twenty-five feet (25') from any building within the park or from any property line bounding the park.

- e. All manufactured home spaces shall front upon a private roadway of not less than thirty-five feet (35') in width, which shall have unobstructed access to a public street, alley, or highway.
- f. Sidewalks shall be constructed per City specifications set forth in Article 2, Chapter 13, Code of the City of Liberal, Kansas, 2000.
- g. All roadways and walkways within the manufactured home park shall be hard surfaced and curbed and guttered.
- h. Laundry facilities for the exclusive use of the manufactured home occupants may be provided in a service building.
- i. At least one (1) electrical outlet supplying at least one hundred ten (110) volts shall be provided for each manufactured home space.
- j. Off-roadway parking shall be provided at the rate of two (2) spaces for each manufactured home space.
- k. A recreational area shall be provided at a central location in the Manufactured Home Park at the rate of two hundred square feet (200 sq. ft.) for each trailer space.
- l. A solid six-foot (6') fence or wall or a ten foot (10') landscaped buffer shall be provided around the entire boundary of the Manufactured Home Park District. The owner shall be responsible for all maintenance of the fence or wall and the landscaped buffer area.

Section 6. Water Supply: An adequate supply of pure water for drinking and domestic purposes shall be supplied by pipes to all buildings and manufactured home spaces within the park. Each manufactured home space shall be provided with a cold-water tap at least four inches (4") above the ground. An adequate supply of hot water shall be provided at all times in the service buildings for all washing and laundry facilities.

Section 7. Service Buildings:

- 1. Service buildings, housing sanitation and laundry facilities or any of such facilities, shall be permanent structures complying with all applicable codes, ordinances and statutes regulating buildings, electrical installations, and plumbing and sanitation systems.

2. All service buildings and the grounds of the park shall be maintained in a clean, sightly condition and kept free of any debris that will be a menace to the health of any occupant or the public or constitute a nuisance.

Section 8. Sewage Disposal: Each manufactured home space shall be provided with a sewer at least four inches (4") in diameter, which shall be connected to receive the waste from the shower, bathtub, flush toilet, lavatory, and kitchen sink of the manufactured home located in such space and having any or all of such facilities. The trapped sewer in each space shall be connected to discharge the manufactured home waste into a public sewer system.

Section 9. Garbage Receptacles: Each manufactured home park shall be provided with trash receptacles meeting the approval of the City of Liberal.

Section 10. Trash Burning Prohibited: The burning of trash and rubbish is prohibited in a "M-P" Manufactured Home Park District.

Section 11. Tie Down Requirements: Every manufactured home locating in a manufactured home park in the City of Liberal shall adhere to the tie down requirements as outlined in KSA 75- 1228, et. seg. as amended.

Section 12. Register of Occupants:

1. It shall be the duty of each licensee and permittee to keep a register containing a record of all manufactured home owners and occupants listed within the park. The register shall contain the following information:
 - a. The name and address of each manufactured homeowner or tenant occupying a manufactured home.
 - b. The name and address of the owner of each manufactured home.
 - c. The make, model, year and license number of each manufactured home.
 - d. The state, territory or country issuing such licenses.
 - e. The date of arrival and departure of each manufactured home.
2. The manufactured home park owners, manager or caretaker shall keep the register available for inspection at all times by law enforcement officers, health officials and other officials whose duties necessitate acquisition of the information contained in the register.

3. The register record for each occupant registered shall not be destroyed for a period of three (3) years following the date of departure of registrant from the park.

Section 13. Supervision: The licensee or permittee, or a duly authorized attendant or caretaker, shall be in charge at all times to keep the manufactured home park and its facilities and equipment, in a clean, orderly and sanitary condition. The attendant or caretaker shall be answerable, with the licensee or permittee, for the violation of any provision of the regulations in the Manufactured Home Park District.

Section 14. Inspection: Rules and regulations relating to the inspection of manufactured home parks shall be as follows:

1. The Building Official is hereby authorized and directed to inspect the manufactured home units and parks not less than annually to determine satisfactory compliance with this Article.
2. The Building Official 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 Article.
3. The Building Official shall have the power to inspect the register containing a record of all residents of the manufactured home park.
4. It shall be the duty of the park management to give the Building Official free access to all lots at reasonable times for the purpose of inspection.
5. It shall be the duty of every occupant of a manufactured home park to give the owner thereof or his agent or employee access to any part of such repairs or alterations as are necessary to effect compliance with this Article.
6. Whenever, upon inspection of any manufactured home park, the Building Official finds that conditions or practices exist which are in violation of any provision of this Article, the Building Official shall give notice in writing in accordance with Section 15 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 Building Official, the license shall be suspended. At the end of such period, the Building Official shall reinspect such manufactured home park and if such conditions or practices have not been corrected, he 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 manufactured home park except as provided in Section 15 of this Article.

Section 15. License and License Fee:

1. It shall be unlawful for any person to maintain or operate a manufactured home park unless he holds a valid license issued annually by the City in the name of the person for the specific manufactured home park. All applications for licenses shall be made to the City Clerk, who shall issue a license upon compliance by the applicant with provisions of this Article. No license issued hereunder shall be transferable.
2. Applications and Fees:
 - a. Applications for original license shall be in writing, signed by the applicant, accompanied by an affidavit of applicant as to the truth of the application and by payment of a fee of five dollars (\$5.00) per space, not to exceed \$50.00, and shall contain:
 - (1) The name and address of the applicant.
 - (2) The location and legal description of the manufactured home park.
 - (3) An affidavit showing the number of manufactured homes within the park.
 - b. Applications for renewals of licenses shall be made in writing by the holders of the license, shall be accompanied by payment of a fee of two and one-half dollars (\$2.50) per lot and shall contain any change in the information submitted since the original license was issued or the latest renewal granted.
 - c. All license fees shall be for the calendar year, shall not be prorated and shall expire on December 31st of each year.
3. Any person whose application for a license under this Article that has been denied may request and shall be granted a hearing on the matter before the City Commission under the procedure provided by Section 16 of this Article.
4. Every person holding a license shall give notice in writing to the City Clerk within twenty-four (24) hours after having sold, transferred, given away, or otherwise disposed of interest in or control of any manufactured home park.

Section 16. Notices, Hearings and Orders: The issuance of notices, hearings, and orders for violations of any of the provisions of this Article shall be made in the following manner:

1. Whenever the Building Official determines that there are reasonable grounds to believe that there has been a violation of any provision of this Article, the Building Official shall give notice of such alleged violation to the person to whom the permit or license was issued as hereinafter provided:
 - a. Be in writing.
 - b. Include a statement of the reasons for its issuance.
 - c. Allow a reasonable time for the performance of any act it requires.
 - d. Be served upon the owner, or his agent, as the case may require.
Provided, that such notice or order shall be deemed to have been properly served by any method authorized or required by the laws of this state.
 - e. Contain an outline of remedial action, which, if taken, will effect compliance with the provisions of this Article.
2. The owner, or tenant, affected by any notice which has been issued in connection with the enforcement of any provision of this Article may request and shall be granted a hearing on the matter before the City Commission; provided, that such person shall file in the office of the City Clerk a written petition requesting such hearing and setting forth a brief statement of the grounds therefore within ten (10) days after the notice was served. The filing of the request for a hearing shall operate as a stay of the notice and of the suspension, except in the case of an order issued under Subsection 4. Upon receipt of such petition, the City Commission 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 should be modified or withdrawn.
3. After such hearing, the City Commission shall make findings as to compliance with the provisions of this Article and shall issue an order in writing sustaining, modifying or withdrawing the notice, which shall be served. Upon failure to comply with any notice of the Building Official or any order of the City Commission, sustaining or modifying a notice, the license or permit of the manufactured home park affected by the notice or order shall be revoked and the construction or operation of the manufactured home park shall be terminated on the terms and conditions then specified by the Building Official or City Commission, as the case may be.
4. Whenever the Building Official finds that an emergency exists which requires immediate action to protect the public health, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he may deem necessary to meet the emergency, including the suspension of the permit

or license. Notwithstanding any other provision of this Article, such order shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately, but may petition in the manner provided for in Subsection 2 and 3 of this section.

Section 17. Unused Manufactured Home Park: Whenever a property zoned "M-P" ceases to be used for such purposes for a period of one (1) year, the Planning Commission shall initiate action and hold a public hearing to rezone said property back to its former zoning district.

Section 18. Signs: Only one (1) sign per entrance shall be permitted at a manufactured home park. Said sign shall display no more than the name of the manufactured home park and shall be unilluminated. Said sign shall not exceed forty- eight square feet (48 sq. ft.) in area.

