

CITY OF STURGEON BAY
COMMUNITY PROTECTION & SERVICES COMMITTEE
Thursday, January 11, 2018
4:30 p.m.
Council Chambers, City Hall – 421 Michigan Street

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Changes to Section 9.075 of the Municipal Code regarding Travel Trailers
4. Consideration of: Release of available Combination Class B beer/liquor license.
5. Discussion of: Establishing a list of criteria to be used for the granting of any future Class B Combination beer/liquor licenses.
6. Discussion of: Establishing a waiting list/standby list for issuance of any future available Class B Combination beer/liquor licenses
7. Public Comment on Non-Agenda Items
8. Adjourn

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:
Date: 1/4/18
Time: 3:30 pm
By: SSO

Community Protection & Service Committee:
Richard Wiesner, Chr.
Kelly Catarozoli
David Ward

EXECUTIVE SUMMARY

Travel Trailer Ordinance Revision

Travel trailers are regulated under s. 9.075 of the Municipal Code. This includes RV's, campers, and similar mobile living quarters. In general, occupancy of a travel trailer is prohibited outside of licensed travel trailer parks, except for not more than three consecutive days on the property of a private residence. Unoccupied trailers are allowed to be parked indefinitely within an accessory building or within the rear yard of a residence.

During the October Community Protection & Services Committee meeting, Staff was advised to review and make changes to the travel trailer ordinance. Specifically, staff was asked to look at and update the requirements for occupying a travel trailer outside of a travel trailer park and the rules to establish a travel trailer park, including potentially allowing temporary travel trailer parks for special events.

Staff researched other communities' municipal code and examined the suggested code changes put forth by Mr. Binder at the October meeting. Several changes were made and a draft ordinance is ready for review by the Committee. The items highlighted in yellow were items that Staff believes that could be useful but unsure if necessary. The major changes are:

- Several definitions that are no longer needed are stricken. The information removed is irrelevant to the ordinance.
- For occupied travel trailers located outside of parks, the following changes were made:
 - a maximum occupancy of 21 days in a calendar year was added, which is in addition to the existing rule of not more than 3 consecutive days.
 - A prohibition on renting travel trailers was added.
 - A setback of 25 feet from the high-water mark and 10 feet from property lines was added. An occupied travel trailer would be treated the same as a dwelling for setbacks.
 - The provisions relating to clubs or associations using the fairgrounds for travel trailers was removed since this is now covered by the new section for temporary travel trailer parks.
 - Exceptions would be heard and recommended by the CP&S Committee rather than the Plan Commission.
- For unoccupied travel trailers located outside of parks, the following changes were made:
 - The travel trailer must be at least 25 feet from the high water mark.
 - Storage within a building is added to make it clear that inside storage of travel trailers is OK.
- The section on limited facility travel trailer parks was eliminated. This is an odd section that appears to relate to camping during the salmon snagging season, which is no longer permitted so the camping is no longer an issue.

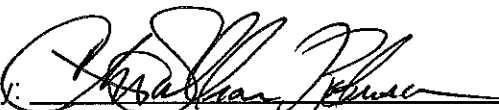
- For permanent travel trailer parks the proposed rules are mostly the same with a few provisions, including fees, being updated. A provision that travel trailer parks shall only be permitted in the zoning districts as specified by zoning code was added for clarity.
- A new section was created to regulate temporary travel trailer parks, which would be used for the special events. The Council would approve or deny such licenses. These are decisions that should be set by the council

Staff decided other changes weren't warranted. One issue within the current travel trailer code that received consideration is the difficulty in enforcing the consecutive days of occupancy. There is no limit on the number of days of parking a travel trailer as long as occupancy doesn't exceed three consecutive days. Since unoccupied trailers and RV's are allowed, it is possible to leave a trailer on the premises and occupy it all year as long as it is vacated every 4th day. A 21-day calendar year limit for occupancy is proposed in the draft but staff is unsure if that will help. Enforcement would remain complaint driven since the number of complaints per year is low.


Fiscal Impact: Minimal, if any.

Options: The CP&S Committee has the ability to recommend approval of this revised travel trailer ordinance as is or with changes, or reject it.

Recommendation: Staff believes that the current code is outdated and full of antiquated language. Staff recommends approval but the Committee should make sure that it agrees with all of the changes before it is approved.

Prepared By:  01.04.2018
 Christopher Sullivan-Robinson
 City Planner/Zoning Admin
 Date

Prepared By:  01/04/18
 Marty Olejniczak
 Community Development Director
 Date

Reviewed By:  01-04-18
 Arleigh Porter
 Police Chief
 Date

Draft Ordinance – January 4, 2018

9.075 - Travel trailers.

(1) *Definitions.* As used in this section, the following terms shall have the meanings hereinafter designated:

(a) *Travel trailer.* All vehicles and portable structures built on a chassis, whether designed to be towed upon the highway or self-propelled, designed as a temporary or permanent dwelling for travel, recreational or vacation use and not included in the definition of nondependent mobile home in § 66.058(1)(f), Wis. Stats. For purposes of this section, a dependent mobile home, as defined in § 66.058(1)(a), Wis. Stats., camping trailer, pickup coach, motor home and similar recreational vehicles are considered to be travel trailers unless otherwise indicated.

~~(b) *Dependent mobile home.* A mobile home which does not have complete bathroom facilities.~~

~~(c) *Mobile home.* That which is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters or is intended to be so used; and includes any additions, attachments, annexes, foundations and appurtenances, except that a house trailer is not deemed a mobile home if the assessable value of such additions, attachments, annexes, foundations and appurtenances equals or exceeds 50 percent of the assessable value of the mobile home.~~

~~(d) *Travel trailer park.* A plot of ground upon which two or more travel trailers are occupied for dwelling, regardless of whether or not a charge is made for such accommodations.~~

~~(e) *Travel trailer space.* A plot of ground within a travel trailer park designed for accommodation of one travel trailer.~~

~~(f) *Complete bathroom facilities.* A flush toilet, lavatory, bath and kitchen sink.~~

~~(g) *Service building.* A building housing toilet and bathing facilities for men or women, and may also include buildings containing laundry facilities and other facilities as required by this section or desired by the licensee.~~

~~(h) *Camper top.* A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.~~

~~(i) *Motor home.* A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.~~

~~(j) *Camping trailer.* A canvas or folding structure mounted on wheels and designed for travel, recreation and vacation use.~~

(2) *Location of travel trailers outside parks.*

(a) No person shall occupy or park, for purposes of occupancy, any travel trailer or mobile home on any public or private street or land within the city outside of a licensed travel trailer park, except as follows:

1. One occupied travel trailer is permitted for a period of not more than three consecutive days on the property of a private residence. In addition, the total number of days for occupying a travel trailer under this subsection shall not exceed 21 days in a calendar year

2. ~~The travel trailer shall not be rented. Clubs or associations of persons with travel trailers or dependent mobile homes are permitted on the Door County fairgrounds at such areas and facilities as may be designated by Door County, subject to the following restrictions:~~

a. ~~The persons seeking to occupy their travel trailers or dependent mobile homes must be members of a bona fide club or association using the fairgrounds for preorganized recreation or convention purposes, which must be registered and approved in~~

~~advance by Door County or an agency thereof. The city police department must be informed of such approval.~~

~~b. There must be at least 50 travel trailer or dependent mobile home units involved in the club or association activity at the fairgrounds.~~

~~c. The maximum duration of the club or association event is limited to seven consecutive days.~~

~~d. After 10:30 p.m., the noise level must be reduced and maintained to what is considered a reasonable level for any residential area in the city. Abnormally loud music or other unusual noise-generating activity shall not be permitted after that time.~~

3. ~~The location of the occupied travel trailer shall be at least 25 feet from the ordinary high water mark of all navigable water and at least 10 feet from all lot lines.~~

~~4. Exceptions to this section shall be permitted only by special permission of the city council after investigation and specific recommendation by the plan commission community protection & services committee. Special conditions may be required by the city council upon its finding that such conditions are necessary to comply with the intent of this section.~~

(b) Parking of unoccupied travel trailers and dependent mobile homes outside an approved travel trailer park is permitted in the following instances:

1. On the premises of an authorized travel trailer dealer provided no business is practiced therein.

2. ~~As provided in section 20.30 of this Code, one travel trailer unit may be parked in an accessory private garage or building or a rear yard of the owner provided no business is practiced therein and provided the travel trailer is parked at least 25 feet from the ordinary high water mark of all navigable water.~~

3. On the premises of any vehicle service business for the purpose of servicing or making repairs thereto.

4. Legally parked on public streets or in municipal parking lots.

~~5. Legally stored inside a building.~~

(3) *Permanent occupancy prohibited.*

(a) No travel trailer shall be used as a permanent place of abode, dwelling or business or for indefinite periods of time. Continuous occupancy extending beyond three months in any 12-month period shall be presumed to be permanent occupancy.

(b) Any action toward removal of the wheels of a travel trailer, except for temporary purposes of repair or to attach the trailer to the ground for stabilizing purposes, is hereby prohibited.

~~(4) Types of travel trailer parks permitted. This section provides for two types of travel trailer parks to be established in the city as follows:~~

~~(a) Limited facility travel trailer parks. This is a travel trailer park which may have limited facilities, is permitted to operate from September 25 to October 31 of each year, and in which the stay of each travel trailer is limited to 72 hours. A limited facility travel trailer park shall conform to the location and design standards contained in subsection (6) of this section.~~

~~(b) Complete facility travel trailer park. This is a travel trailer park with more complete facilities permitted to operate throughout the year. A complete facility travel trailer park shall conform to the location and design standards contained in subsection (7) of this section.~~

~~(5) License for travel trailer park.~~

(a) No person shall establish, operate or maintain a travel trailer park or permit the same on premises owned, leased or controlled by him/her within the city without first having obtained a

valid unexpired license therefor issued by the clerk-treasurer and approved by the city council. ~~The license shall specify the type of travel trailer park permitted.~~

- (b) ~~Complete facility travel trailer park licenses shall expire December 31 of the year of issue and may be renewed for additional one-year periods under this section. Limited facility travel trailer park licenses shall expire October 31 of the year of issue.~~
- (c) ~~Licenses shall be subject to revocation or suspension by the city council for violation of any of the provisions of this section or terms or conditions imposed by the city council and endorsed upon the license or any of the ordinances of the city regulating health, morals, safety or welfare. Such revocation or suspension shall be governed by the provisions of § 66.058(2)(d), Wis. Stats., relating to revocation or suspension of mobile home park licenses.~~
- (d) ~~Any person whose license has been suspended or revoked under this section shall not be eligible for a license or renewal hereunder for a period of one month thereafter.~~
- (e) ~~The application for such license, original or renewal, shall be filed with the clerk-treasurer and shall be accompanied by a fee of \$50 plus \$2.00 for each space in a complete facility travel trailer park and by \$1.00 for each space in a limited facility travel trailer park.~~
- (f) ~~Unexpired travel trailer park licenses may be transferred from one owner or operator to another upon payment of a fee of \$10.00 to the clerk-treasurer.~~

~~(6) Location and design standards for limited facility travel trailer parks.~~

- (a) ~~Limited facility travel trailer parks shall comply with all requirements of ch. HSS 178, Wis. Adm. Code.~~
- (b) ~~The location of a travel trailer park shall conform to city zoning, building and subdivision control ordinances.~~
- (c) ~~All construction within a park shall conform with the building, electrical, heating and plumbing codes of the state and the city.~~

~~(7) (5) Location and design standards for complete facility travel trailer parks.~~

- (a) ~~Complete facility travel trailer parks shall comply with the regulations of subsection (6) of this section.~~
- (b) ~~No travel trailer park shall be located in any fire district. Travel trailer parks shall only be permitted in the zoning districts as specified under chapter 20 (Zoning Code).~~
- (e) (b) The minimum tract size of a travel trailer park shall be three acres.
- (d) (c) Travel trailer spaces within each park shall have a minimum width of 30 feet and a minimum depth of 75 feet.
- (e) (d) A minimum of 1½ off street automobile parking spaces shall be provided for each travel trailer space within the park.
- (f) (e) Travel trailer parks shall be designed to blend with and enhance the beauty and economic value of the surrounding properties and to produce an attractive environment of sustained aesthetic and ecological desirability. For this purpose, the city council may require the developer to provide vegetative screen planting which will reach a height of 15 feet and form a screen equivalent in capacity to a solid fence or wall in five years or to provide other appropriate screening of the premises.
- (g) (f) Access to and from travel trailer parks shall be to nonresidential streets, highways or service roads.
- (h) (g) Commercial facilities and recreational areas, such as restaurants and laundromats, swimming pools and golf courses, may be located in a travel trailer park upon approval of the city council. The above mentioned area shall occupy not less than ten percent of the park area and shall be located, designed and intended for serving park occupants only.

- (h) Each travel trailer park shall contain at least one service building housing sanitation, toilet and laundry facilities. Service buildings shall conform to the provisions of ch. HSS 178, Wis. Adm. Code, and state and city building, electrical, heating and plumbing codes.
 - (i) Every travel trailer space shall be furnished with an electrical service outlet equipped with an externally operated switch or fuse of 20 amperes capacity and a heavy duty outdoor outlet receptacle. Electrical outlets shall be weatherproof.
 - (j) In travel trailer parks and future extensions, all distribution lines, including, without limitation, electrical, water, sewerage and telephone lines, shall be located underground.
 - (k) In areas served by public sewer and water, no travel trailer shall be located further than 400 feet from any fire hydrant.
- (8) *Location of travel trailers within parks.*
- (a) No travel trailer within a park shall be used as a permanent place of abode, dwelling or business in violation of subsection (3) of this section.
 - (b) No unit shall be parked in the travel trailer park outside a designated space.
 - (c) No vehicle, travel trailer or other obstruction shall be placed on any space or other area designated as a fire lane by the fire chief or his/her deputy.
- (9) *Responsibilities and duties of travel trailer park management.* The licensee or his/her agent shall:
- (a) Provide adequate supervision to maintain the park in compliance with this section and keep facilities and equipment therein in good repair and in a clean and sanitary condition.
 - (b) Locate in the travel trailer park a park office wherein shall be maintained a register of all park occupants to be open during normal business hours to inspection by state, federal and city officers, showing:
 1. Names and addresses of all owners and occupants of each travel trailer.
 2. Dates of entrance and departure of each travel trailer.
 3. Make, model, year and serial number or license number of each travel trailer and towing or other motor vehicle and state, territory or county issuing such license.
 - (c) Inform all travel trailer residents of the provisions of this section and their duties and responsibilities hereunder.
 - (d) Notify the health officer immediately of any suspected communicable or contagious disease within the park.
 - (e) Provide for the sanitary and safe removal and disposal of all refuse and garbage at least once a week from the park in accordance with the laws of the state and ordinances of the city or orders or regulations of the health officer or fire chief.
 - (f) Provide portable fire extinguishers of a type, number and placement approved by the fire chief and maintain such extinguishers in good operating condition.
- (10) *Duties and responsibilities of travel trailer owners and occupants.* Every travel trailer owner or occupant shall:
- (a) Comply with all applicable requirements of this section or other sections or regulations of the city.
 - (b) Be responsible for proper placement of his/her travel trailer on the space. Travel trailers shall not be located less than 15 feet from any other trailer or building within the park nor less than 40 feet from any park boundary or public highway or street nor less than 25 feet from any park drive or walkway.
 - (c) If pets are permitted by the park management, not allow such pets to run at large or commit any nuisance within the park.

- (d) Store or dispose of rubbish or garbage in a clean, sanitary and safe manner. Garbage and refuse shall be placed in rodent-proof, insect-proof, watertight containers provided by the park licensee.

(9) License for temporary travel trailer park.

(a) The Council may issue a license for a temporary travel trailer park for special events or for bona fide clubs or associations holding pre-organized recreation events or conventions subject to the requirements of this subsection. In determining whether to issue the license, the council shall consider the requirements of this section (as applicable), the benefits to the city from the event and the impact on surrounding private properties. Conditions may be attached to a license.

(b) A license for a temporary travel trailer park shall be valid only for the duration specified by the council.

(c) An application for temporary travel trailer park shall be submitted to the clerk at least 30 days prior to the start of the time period for the proposed license. The application shall be accompanied by the fee required under subsection (4)(e) and shall include the following information:

1. The owner of the site proposed for the temporary travel trailer park and the operator (if different);

2. The beginning and ending dates sought for the license;

3. A plan showing the layout of the temporary travel trailer park, including the location and size of travel trailer spaces, parking areas, access to the site, availability of sanitary and water facilities (if applicable) and other pertinent features;

4. Additional information requested by the clerk or council reasonably necessary to show compliance with this chapter.

(d) The requirements of subsections (7) and (8) shall apply to temporary travel trailer parks.