

MUNICIPAL MINUTES, TOWN OF CHURCH POINT, STATE OF LOUISIANA

REGULAR MEETING AUGUST 1ST, 2022

REGULAR MEETING

ATTENDANCE:

MAYOR: Ryan "Spanky" Meche

ALDERMEN: Christine Semien (Ward 1), Kim Cormier (Ward 2), Pat O'Pry (Ward 3), Chris LeBas (Ward 4),

Errol "Slu" Comeaux (Ward 5)

CHIEF OF POLICE: Dale Thibodeaux

TOWN ATTORNEY: Lucas Colligan

MUNICIPAL CLERK: Rowdy Latiolais

ABSENT: None

COMMENCEMENT

CALL TO ORDER

Mayor Meche called the meeting to order.

INVOCATION AND PLEDGE

Prayer led by Councilman Comeaux / Pledge led by Councilman O'Pry

MINUTES

It was moved by Comeaux, seconded by Cormier to approve the previous minutes.

Vote: All in favor

Minutes approved

FINANCIALS

It was moved by Comeaux, seconded by O'Pry to approve the June 2022 financials.

Vote: All in favor

Financials approved

It was moved by Comeaux, seconded by Semien to amend the agenda to include the following: Match of \$3,800 with Community Development for a tennis court wall, and moving the Labor Day September 5th council meeting date to September 12th.

Vote: All in favor

Agenda amended

It was moved by Cormier, seconded by LeBas to approve a \$3,800 match with Community Development for a tennis court wall.

Vote: All in favor

Motion approved

It was moved by O'Pry, seconded by LeBas to approve moving the Labor Day September 5th council meeting date to September 12th.

Vote: All in favor

Motion approved

FINANCE

It was moved by O'Pry, seconded by Comeaux to accept JJ Merchant's high bids of \$1,277.77 for the surplus 2010 Ford Explorer, and \$1,777.77 for the surplus 2013 Ford Taurus.

Vote: All in favor

Motion approved

It was moved by Comeaux, seconded by Semien to approve a budget amendment of \$4,000 for police truck repair.

Vote: All in favor

Motion approved

LEGAL

It was moved by O'Pry, seconded by Comeaux to approve an ordinance regulating mobile home parks.

Vote: All in favor

Motion approved; ordinance posted in appendix

It was moved by Comeaux, seconded by Semien to approve an ordinance increasing the litter fines.

Vote: All in favor

Motion approved; ordinance posted in appendix

It was moved by Semien, seconded by Cormier to approve the demolition of the blighted property located at 601 Handy.

Vote: All in favor

Motion approved

It was moved by Cormier, seconded by O’Pry to approve the demolition of the blighted property located at 116 South McMillian.

Vote: All in favor

Motion approved

It was moved by Lebas, seconded by O’Pry to approve the demolition of the blighted property located at 1039 East Ebey.

Vote: All in favor

Motion approved

MISC/DISCUSSION

It was moved by O’Pry, seconded by Semien to approve an alcohol exemption for CPVFD Car and Truck Show on August 13th, 2022.

CLOSING

It was moved by Cormier, seconded by O’Pry to adjourn the meeting.

APPROVED AS TO AUTHENTICITY:

RYAN MECHE, MAYOR

DATE

ROWDY LATIOLAIS, CLERK

DATE

APPENDIX

ORDINANCE #080122-2

AN ORDINANCE REGULATING LITTERING
ABATEMENT

BE IT ORDAINED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF CHURCH POINT, proceeding under its legal authority to perform certain actions that are in the best interests of the Town of Church Point and further pursuant to the laws of the State of Louisiana hereby state the following:

WHEREAS, the Town of Church Point has the determined that it is in the interest of public safety and welfare to regulate and address litter on public properties throughout the town.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Aldermen of the Town of Church Point, Louisiana, acting as the governing authority thereof, enact the following:

No person shall dispose or permit the disposal of litter upon any public property, or in the waters of the town, whether from a motor vehicle or otherwise, including, but not limited to, any public rights-of-way, public park, recreational area, street, the premises of any public, local, state or federal agency or political subdivision.

No person shall dispose of litter in such a manner that the litter may be carried away or deposited by the elements upon any parts of said public or private property.

When litter disposed in violation of this ordinance is discovered to contain any article or articles, including, but not limited to letters, bills, publications or other writings that display the name of a person or in any other manner indicate that the article belongs or belonged to such person, there shall be a legal presumption that such person has violated this ordinance.

Whoever violates the provisions of this section shall be cited by means of a citation, summons, or other means provided by law and shall be subject to the following fines, fees, and costs:

For a first violation, the offender shall be assessed a \$300 fine and shall perform up to 30 hours of community service in a court-approved litter abatement work program.

For a second violation, the offender shall be assessed a \$400 fine and shall perform up to 60 hours of community service in a court-approved litter abatement work program.

For a third and each subsequent violation, the offender shall be assessed a \$500 fine and shall perform 90 hours of community service in a court-approved litter abatement work program.

A person may be found liable and fined under this section, although the commission of the offense did not occur in the presence of a law enforcement officer if the evidence presented to the court establishes that the defendant has committed the offense.

All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.

ORDINANCE NO. 080122-1

**MOBILE HOME PARK
REGULATIONS**

**FOR THE
TOWN OF
CHURCH POINT
ACADIA
PARISH, LOUISIANA**

August 1, 2022



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Mobile Home Park Regulations

August 1, 2022

1. DEFINITIONS

For the purpose of this ordinance, certain terms, phrases, words, and their derivatives shall be construed as set forth in this section.

- 1.1 "Accessory Structure" any structural additions to the mobile home which includes awnings, cabanas, carports, Florida rooms, porches, storage cabinets, and similar appurtenant structures.
- 1.2 "Agent" any person authorized by the licensee of a mobile home park to operate, develop, and/or maintain such park under the provisions of this ordinance.
- 1.3 "Building" a roofed structure created for permanent use.
- 1.4 "Building Official" the officer or other person charged with the administration and enforcement of the building code ordinances or his duly authorized representative.
- 1.5 "Common Area" any area or space designed for joint use of occupants of parks.
- 1.6 "Density" the number of mobile homes per gross acre of development.
- 1.7 "Driveway" a minor private path used by vehicles and pedestrians on a space or for common access to a small group of spaces or common facilities.
- 1.8 "Independent Mobile Unit" a mobile home equipped with a self-contained water closet and a bathtub or shower and a kitchen sink.
- 1.9 "Living Unit" a residential unit providing complete, independent living facilities for one (1) family including permanent provisions for living, sleeping, eating, cooking, and sanitation.
- 1.10 "Lot Area" total area of a space reserved for exclusive use of the occupants of a mobile home.
- 1.11 "Lot Line" a line bounding the lot as shown on the approved plat of survey or site plan.

Mobile Home Park Regulations

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- 1.12 **"Mobile Home"** a moveable or portable dwelling built on a permanent chassis which may or may not be titled through and/or with a State agency, division, department, and/or unit designed without a permanent foundation for year-round living. It may consist of one (1) or more units that can be telescoped when towed and expanded later for additional capacity or of two (2) or more units separately towable but designed to be joined into one integral unit bearing the permanently affixed seal of the United States Department of Housing and Urban Development. A mobile home is not to be confused or considered as a single-family dwelling. For the purposes of this ordinance, a mobile home and a manufactured home shall be construed to be the same by definition.
- 1.13 **"Mobile Home Park"** any tract of land developed or used for the purpose of accommodating more than four (4) mobile homes occupied for dwelling or sleeping purposes, whether or not a charge is made for such accommodations and whether the space is rented, leased, and/or occupied.
- 1.14 **"Mobile Home Stand"** that part of an individual mobile home lot which has been reserved for the placement of a mobile home.
- 1.15 **"Occupant"** any person who rents, leases, occupies, and/or uses a space in a park.
- 1.16 **"Occupied Area"** that area of an individual mobile home space which has been covered by a mobile home and its accessory structures.
- 1.17 **"Operator"** a person/entity who manages a park for another or who operates such a park that he leases from an owner.
- 1.18 **"Park or Parks"** mobile homes parks.
- 1.19 **"Park Management"** the person who owns or has charge, care, or control of the mobile home park.
- 1.20 **"Parking Area"** a parking area shall be defined as the off-street area available within the space for the parking of one (1) motor vehicle and having an area of not less than 200-square feet and not less than 9-feet in width nor less than 20-feet in depth exclusive of passageways and driveways appurtenant thereto and giving access to a street or alley.
- 1.21 **"Paved Street"** the term paved street shall mean a street composed of impervious homogenous material capable of supporting applied traffic and shall include, but not be limited to concrete and asphalt. Aggregate surface roadways are not to be considered paved.

Mobile Home Park Regulations

August 1, 2022

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- 1.22 **“Permanent Building”** any building on the space except an accessory structure to a mobile home.
- 1.23 **“Permit”** a written permit or certification issued by the Building Official permitting the construction, alteration, extension, and operation of a park under the provisions of this and other ordinances and regulations pertinent thereto.
- 1.24 **“Person”** any individual, firm, trust, partnership, public or private association or corporation, and/or other artificial entity.
- 1.25 **“Plat”** any map, plan, or chart of a city, town, section, or subdivision, indicating the location and boundaries of individual properties, prepared by a duly licensed professional, if required.
- 1.26 **“Plot”** a parcel of land consisting of one (1) or more sites or portions thereof which is described by reference to a recorded plat or metes and bounds.
- 1.27 **“Private Street”** a private way dedicated to vehicular use which affords principal means of access to abutting individual sites, common areas, other private ways, and/or parts of the park.
- 1.28 **“Property Line”** a recorded boundary of a parcel or tract of land.
- 1.29 **“Public Street”** a road that is owned and maintained by at least one public entity, such as Duso, the State of Louisiana, or the Federal Government, which affords principal means of access to abutting properties and the park.
- 1.30 **“Public System”** (water or sewerage): a system which is owned and operated by the Town of Duso or an established public utility company.
- 1.31 **“Right-of-Way”** the area, either public or private, over which a right of passage exists.
- 1.32 **“Service Building”** a building housing toilet, lavatory, and such other facilities as may be required by this regulation.
- 1.33 **“Sewer Connection”** a connection consisting of all pipes, fittings, and appurtenances from the drain outlet of a unit to the inlet of the corresponding sewer riser pipe of the sewerage system serving the park.
- 1.34 **“Sewer Riser Pipe”** that portion of a sewer lateral which extends vertically to the ground elevation and terminates at a space.
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Mobile Home Park Regulations

August 1, 2022

- 1.35 "Shall" indicates that which is required.
- 1.36 "Should" indicates that which is recommended but not required.
- 1.37 "Site" a parcel of land consisting of one (1) or more spaces or portion thereof which is described by reference to a recorded plat or by metes and bounds.
- 1.38 "Space" a plot of ground within a park designed for the accommodation of one (1) mobile home. This term shall also include the term "stand", "stall", and "space".
- 1.39 "Unit" any mobile home, as defined above.

2. GENERAL STANDARDS

2.1 Enforcement Authorization

The Building Official is hereby authorized, empowered, and directed to enforce the provisions of this ordinance. Upon presentation of proper credentials, he or the authorized members of his staff may enter upon the premises of any mobile home park, or any building or structure thereon, located in the Town of Church Point, during reasonable hours, to perform any duty imposed upon him by this ordinance.

2.2 Identification of Mobile Home Units

Mobile home parks shall contain at their main entrance and other means of egress, the proper identification and location of all mobile homes, as to the location of each within the park. The layout of the identification system shall meet with the approval of the Building Official. Each mobile home shall display the lot number in such a manner that the number is visible from the street nearest to the lot.

2.3 Mobile Home Parks - Existing

All mobile home parks as they exist on the effective date of this ordinance shall not be affected by any of the requirements contained herein; except those requirements affecting sanitation, tie-downs, foundation, inspections and permit requirements, and responsibilities of management. However, any additions or expansions of existing parks and any new parks shall be subject to the full provisions of this ordinance. All of the provisions of this ordinance shall apply to all mobile home parks situated within the corporate limits of the Town of Church Point.

2.4 Mobile Home Parks - New

A. Minimum Standards

Site plans for new parks or the expansion of or additions to existing parks shall be reviewed by the Building Official and Public Works who shall consider the minimum standards contained in this Ordinance for improvement and development. A flood and drainage analysis must be submitted with the park plat and/or site plan for approval by the Town Engineer.

B. Minimum Mobile Home Park Areas

Any proposed new mobile home park shall not be less than 10-acres in size or area for the total development.

C. Density and Setbacks

1. Each individual mobile home space shall measure at least 3,500-square feet in area based on the number of available spaces relative to the gross development area.
2. No mobile home shall be located closer than 30-feet from any other mobile home or permanent building within the park.
3. Mobile home stands shall not occupy an area in excess of 1/3 of the area of the respective space. The accumulated occupied area of the mobile home and its accessory structures on a space shall not exceed 75-percent of the area of the respective space.

D. Non-Residential Uses

No part of any park shall be used primarily for non-residential purposes. Nothing contained in this section shall be deemed as prohibiting the sale of a mobile home located on a mobile home stand and connected to pertinent utilities.

3. DEVELOPMENT AND IMPROVEMENT STANDARDS

3.1 Streets

A. Vehicular Access

All parks shall be provided with safe and convenient vehicular access from abutting public streets to each space. Whether park streets are to be public or private, such access shall be provided by asphalt or concrete streets meeting standards in the latest version of the Town of Church Point Subdivision Ordinance. All private streets shall be maintained in good condition at all times.

B. Entrance Streets

Entrances to the park shall have direct connections to a public street and shall be designed to allow free movement of traffic on such adjacent public streets. Design parameters for these main entrances shall incorporate adequate radii to allow for ease of access for the units and park use contemplated.

C. Circulation

The park's street system shall provide convenient circulation by means of minor streets. Dead-end streets shall be limited in length to 1,500-feet and their closed end shall be provided with an adequate vehicular turn-around (minimum 77-foot diameter cul-de-sac). Accessibility to the spaces for fire protection shall be approved by the Fire Department.

D. Pavement Widths

Pavements should be of adequate widths to accommodate the contemplated parking and traffic load. No street shall be less than 24-feet in width.

E. Street Grades

Grades and draining of all streets and the adjoining spaces shall be in accordance with the requirements of the Town Engineer and as stipulated in the latest version of the Town of Church Point Subdivision Ordinance.

F. Intersections

Street intersections should generally be at right angles. Intersection of more than two (2) streets at one point shall be prohibited. Street jogs with centerline offsets of less than 125-feet shall be prohibited.

3.2 Drainage

Open ditch drainage on public or private streets in proposed mobile home parks is not allowed in the Town of Church Point unless a drainage summary report submitted by a design professional confirms that drainage outfall streams are not of adequate size or capacity to handle the anticipated development flow. A waiver would need to be submitted to and approved by the Town. Streets shall be improved with either a curb and gutter section or a section with a closed subsurface drainage system with open top (drop) inlets as required.

A. Park Pre-Development Run-Off / Post Development Run-Off

All park development that results in a post development run-off that exceeds the development area's pre-development run-off rate shall be required to mitigate the increase through a storm water management system, typically by utilization of a retention/detention system. The drainage improvements shall be based on the design criteria of this Section 3.2 in addition to any other stated provision. The development drainage design shall be based on a 5-year storm event (residential design per the Town of Church Point Subdivision Ordinance).

B. Detention Requirements

1. Permissible Detention Basins

- a. Pond
- b. Roadside Ditch
- c. Underground Storage
- d. Perimeter Swale Ditches
- e. Detention within Required Green Areas
- f. Other Methods Only with Prior Approval of the Town of Church Point

2. Outlet Structures

- a. Design shall be based on a 10-year storm event and analyzed for a 100-year storm event.
- b. Emergency spillways, if needed, shall be in an area that will least affect traffic flow and not cause flooding of structures intended for occupancy.

3. Waivers

- a. In areas where existing and/or development conditions will not accommodate equivalent discharge rates, as determined solely by the Town, a maximum increase of the pre-development discharge rate of 5-percent of said rate, not to exceed 5-cubic feet per second, may be allowed upon recommendation of the Town Engineer and approval of the Town.
- b. Other methods of detention/retention may be utilized with prior approval of the Town.

4. Maintenance of Storm Water Management Facility

The Owner of the proposed park development or any successor who acquires title to the storm water management facility shall at all times maintain the design section of the storm water management facility as indicated on the site drainage plan and in the drainage impact analysis. In the event the Town determines that the storm water management facility has not been maintained, the Owner shall make the necessary modifications to conform to the original approved design sections, requirements, etc., within a 30-day period from written notification from the Town. If the Owner does not act within this time frame to remedy the situation, the Town may perform the necessary modifications, improvements, etc., and bill the Owner for the work at its operating costs.

Compliance with this section shall be mandatory and the requirements of this section shall be included on the approved Site Drainage Plan, as well as within the Drainage Impact Analysis Report, and shall be acknowledged in writing by the Owner and/or Developer if different from Owner. The Developer shall provide the Town with an agreement or other contractual arrangement evidencing that adequate provision has been made for future maintenance of the facility in those instances where the facility is to be transferred by the Developer or is to be acquired by an Owners' Association or other similar entity.

C. Drainage Requirements

A right-of-way a minimum of 25-feet in addition to the existing width of the drainage ditch must be dedicated in perpetuity to the Town for the maintenance of existing drainage channels through the proposed park development. Natural drainage channels or existing drainage canals may not be blocked or altered, except upon the written consent of the Town, and sufficient right-of-way for the maintenance of such natural drainage channels shall be dedicated in perpetuity to the Town. No building, fencing, or obstruction of any sort may be erected upon the drainage rights-of-way so dedicated.

Park development drainage requirements shall conform to the following:

1. Park development drainage analysis and design shall be based on a 5-year design storm. All site drainage will be designed for this frequency unless the development area includes a channel traversing multiple properties, in which case the design storm will be in accordance with the next paragraph.
2. All bridges and culverts on major drainage crossings will be based on a 25-year design storm. Open ditch sections of major drainage outfalls will be based on a 10-year design storm.
3. Drainage areas shall be shown on all major drainage crossings.
4. A minimum ditch grade of 2/10-percent shall be maintained along all roads with an open ditch section, if allowed.
5. On long, continuous grades, cross-drains shall be placed every 1,000-feet.
6. Driveway culvert sizes, if allowed in the park development, shall be delineated in the Drainage Impact Analysis.

The minimum size culvert shall be 15-inches round or arch equivalent. Grades and depths of any open ditches that may be allowed shall be such that sufficient cover is provided above any required pipe.

3.3 Walks

A. General Requirements

All parks shall be provided with safe convenient concrete or asphalt pedestrian access walks for intended use between individual spaces, streets, and all community facilities provided for residents or occupants of the parks.

B. 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 4-feet and shall be separated from paving surface of streets by a minimum 4-foot green area.

C. Individual Walks

All mobile home stands shall be connected to common walks or to streets or to driveways or to parking spaces by individual walks. Such individual walks shall have a minimum width of 3-feet.

3.4 Utilities

A. General

All spaces in every park shall contain water and sewerage systems consisting of piping, equipment, and appurtenances which shall be installed and maintained in accordance with the requirements of the Regulatory Codes and Permits Office. Water and sewerage systems shall meet all requirements of the State of Louisiana Board of Health.

B. Prohibited Systems

Any unit equipped for the use of LPG gas may continue the use of such system. However, the filling of such fuel bottles, tanks, or containers on site or in the park is strictly prohibited.

C. Public Sewerage System

The park's sewerage system will be connected to the Church Point municipal sewerage system according to codes, if the Church Point municipal sewerage system services the site of the park. Upon the removal of a unit from a park, the Park Operator shall seal off and/or cap the sewer riser pipe. If the location of the development is not serviced by the Church Point municipal sewerage system, a community treatment system approved by the Town and the LA Board of Health may be utilized.

D. Electrical Systems

Every park shall contain an electrical distribution system consisting of wiring, fixtures, equipment, and appurtenances which shall be installed and maintained in accordance with the requirements of the National Electrical Code.

1. Power Distribution Lines

Main power lines and all services shall be located underground.

2. Installation Requirements

All electrical systems installed in a park shall be in accordance with the most current edition of the National Electrical Code which is adopted and used as the Electrical Code for the Town of Church Point.

4. MOBILE HOME PARK REQUIREMENTS

4.1 Permit for Park

It shall be unlawful for any person, firm, trust, association, partnership, or corporation to operate and maintain a park in the Town of Church Point without first securing a permit from the Building Official and renewing such permit annually. Said permit shall be displayed at all times in the office of the pertinent park.

4.2 Permit Application and Endorsement

Application for such permit shall be filed with the Building Official. Such application shall be on a form furnished by the Town and shall be signed by the Owner. Before issuing any such permit, the Building Official shall approve the application indicating compliance with the applicable requirements of this ordinance or indication in writing of conditions under which such permit may be approved. The Building Official shall provide a check list guide to the applicant.

4.3 Existing Park Permits

Applications for initial permitting of all parks in existence at the time of the effective date of this ordinance shall be accompanied by a site plan showing property boundaries, entrances and exits to the park, interior drives, individual mobile home spaces, and any other structures or improvements located thereon.

4.4 Park Inspection Required

Application for the initial permit for existing parks and, thereafter, the annual renewal of said permit for all parks shall be conditioned on an inspection of the premises by the Building Official or his designated representative to permit endorsement of such application, as required in Section 4.2 above.

4.5 Annual Inspection Fee

The annual inspection fee for a permit required by this article shall be \$25.00 for each park plus \$5.00 for each mobile home site accommodation.

The permit required by Section 4.1 shall not be issued unless any mobile home proposed to be installed in the park within the corporate limits of the Town of Church Point has been first inspected by the Town Inspector. The inspection fee shall be \$100.00 for those mobile homes located within a 30-mile radius of the Town of Church Point. Anything outside of this distance shall be \$150.00 at the time of the inspection.

Each mobile home must meet the National Manufactured Home Construction and Safety Standards and must display a seal certifying that it was built in accordance with said standards and built within the previous 10-years (the mobile home owner must provide proof of age). Further, all such mobile homes must be found upon said inspection to be safe and fit for occupancy.

4.6 Transporters and Installers, Escort Fees

No person shall engage in the practice of transporting, delivering, setting-up, or installing any mobile home unless said person both possesses a current license from the State of Louisiana, including but not limited to the Manufactured Housing Commission, authorizing the performance of these activities, and has provided the Director with a copy of said license. It shall be the joint obligation of the Owner of the mobile home and/or the transporter and/or the installer to insure compliance with this section.

Any transporter requesting police assistance for any movement of a mobile home within the Town shall be required to notify the Director of the movement 72-hours in advance of said movement. The Director shall determine the number of police officers required for this movement and the transporter shall pay a fee of \$25.00 per man for each hour, with a 2-man, 2-hour minimum fee.

4.7 Restrictions on Transportation and Installation/Penalties

- A. It shall be unlawful for any person, other than a homeowner or a licensed installer to perform an installation of a mobile home, whether or not said person receives compensation for such action. For the purpose of this section, community owners and/or operators of mobile home parks shall not be considered homeowners if the mobile home is or will be leased at any time after its installation (LA R.S. §51:912.27).
- B. It shall be unlawful for any person other than licensed transporter to engage in the transportation and/or movement of a mobile home, whether or not said person receives compensation for such action (LA R.S. §51:912.28).
- C. Any person or persons who violates this section may in addition to being required to take all action necessary to comply with the requirements of this chapter, including the removal of the mobile home from the Town, may be fined not more than \$300.00 for a first offense plus all cost of court and not more than \$500.00 plus all cost of court for all subsequent offenses.

4.8 Foundations and Tie-Down Requirements

- A. Every unit located within a park shall be equipped with adequate foundation and tie-downs intended to secure such units against movement, settling and overturning for the protection of life and property.
- B. All units in existing parks shall comply with the requirements of this Section within 12-months from the effective date of this ordinance.
- C. All units moving into the park after the effective date of this ordinance shall comply with the requirements of this section within 15-days after arrival.
- D. It shall be the responsibility of the park owner or operator to notify the occupant of the foundation and tie-down requirements of this ordinance. Where the occupant refuses to comply with said requirements, it shall be the responsibility of the owners or operators of the park to notify the Building Official. The Building Official shall take whatever enforcement procedures that he deems necessary to enforce compliance by the occupant.

- E. No owner or operator of a new park shall permit the occupancy of any space before complying with Section 4.8. Every space shall be improved to provide adequate supports for the placement and tie-down of all units. The minimum requirements for foundation footings, supports, piers or blocking and tie-downs shall be as follows:

1. Footing or Foundation Requirements

- a. When concrete slabs, runners, or strips are provided as required below, piers, or blocking may be placed thereon provided.
 - 1) Such strips or runners are a minimum of 4-inches in thickness and reinforced with not less than 20-gauge wire mesh.
 - 2) Such slabs, runners, or strips may be a minimum of 6-inches compacted aggregate with a 1-inch minimum asphalt surface. In such event, foundation footings and tie-down anchorage requirements shall apply as below.

2. Trips or Runners Shall be not Less than 30-Inches Wide

- a. Slabs, strips, and runners shall not be less than the length of the unit to be placed thereon.
- b. Eyebolts for tie-down equipment may be set in the concrete slab, strips, or runners as required below.
- c. When individual or spot footings are used for piers or blocking, such footings shall be a minimum of 18" x 18" x 4" concrete, spaced as required below.
 - 1) All piers or blocking shall provide a minimum spacing of 10-feet, center to center, measured along the frame rail of the unit installed thereon.
 - 2) All such piers or blocking shall be not less than 8" x 8" x 16" solid or hollow load bearing concrete or haydite. Where hollow units are used, all voids shall be placed in a vertical position.
 - 3) Shims, if required, shall be placed between the beam frame and the pier to provide a level and rigid unit installation.

3. Storage

No space beneath any unit shall be used for any storage unless the storage area of such unit is surfaced with concrete or asphalt. In such event, non-combustible skirting shall be installed around the entire perimeter of such unit with adequate access provided for inspection.

4. Minimum Tie-Downs

Since the Town of Duson is located within the inland area of the established storm of wind-load region, only frame tie-down anchorage shall be mandatory requirement herein. However, since the ground anchorage required for frame tie-down is adequately designed for both, over-the-roof tie-down straps should be added for additional safety.

Tie-down requirements shall be in accordance with regulations established by the United States Department of Housing and Urban Development, State law, or manufacturer's setup/installation requirements, whichever is the higher standard shall prevail for the promotion and protection of the health and safety of the people.

4.9 Skirting

Skirting shall be installed around the entire perimeter of each unit with adequate access provided for inspections. All mobile homes must be provided with:

- A. Manufactured approved vented skirting from the bottom of the mobile home floor to the ground, or
- B. Manufactured approved plastic or fiberglass lattice. No wood type skirting or corrugated tin of any type will be allowed.
- C. The area enclosed by skirting may not be used for storage and must be kept free of debris at all times. All skirting must be installed before utilities are to be turned on.
- D. Skirting in place on existing mobile homes at the time of adoption of this ordinance shall conform to the requirement listed herein and shall cover the entire perimeter of the mobile home. Skirting shall be maintained at all times.

4.10 Fencing Required

Each park shall be enclosed on all boundary lines with a substantial fence not less than 6-feet high and completely screening said park from public view. Said fence shall be solid and nontransparent, excepting for entrances and exit.

4.11 Fire Protection

- A. Parks shall be kept free of litter, rubbish, and other flammable material.
- B. Portable fire extinguishers rated for Classes A, B, and C shall be kept in service buildings and at other locations conveniently and readily accessible for use by all occupants and shall be maintained in good operating condition. Extinguishers shall have not less than a Z-A rating.
- C. No open fires or burning shall be permitted in, on, and/or around a park.
- D. Fire hydrants where required by the Building Official or the Fire Chief shall be installed in accordance with the following requirements:
 - 1. The water supply system shall permit the operation of a minimum of two (2) 1-1/2-inch hose streams.
 - 2. Each of two (2) nozzles, held 4-feet above the ground, shall deliver at least 75-gallons of water per minute at a flowing pressure of at least 40-pounds per square inch at the highest elevation point of the park and/or subdivision.
- E. Fire hydrants, where required, shall be located within 500-feet of any unit, service building, or other structure in the park and fire apparatus shall be able to approach within 100-feet of any unit or structure.

4.12 Refuse Handling

- A. The storage, collection, and disposal of refuse in parks shall be conducted in a manner to create no health hazards, rodent harborage, insect breeding areas, fire hazard, water, or air pollution.
- B. It shall be the joint responsibility of each occupant and the management of a park to insure that all refuse containing garbage is stored in fly-tight, water-tight, rodent proof containers in sufficient number and capacity to care for such storage and shall conform to the Town of Church Point Sanitary Code, and/or the laws of the State of Louisiana and/or Duson.
- C. Where central collection facilities are established for the collection of refuse, garbage or trash, pending removal by the hauler, said facilities shall be provided with closures or lids which fit tightly to exclude flies and rainwater. The said facility and adjacent areas shall be maintained in a clean and sanitary condition at all times.

4.13 Insect and Rodent Control

- A. Grounds, building, and structures shall be maintained free of insect and rodent harborage and infestation. Extermination methods and other measures to control insects and rodents shall conform to the requirements of the Health Authority.
- B. Parks shall be maintained free accumulation of debris and stagnant water which may provide rodent harborage or breeding places for flies, mosquitoes, and other pests.
- C. Storage areas shall be maintained as to prevent rodent harborage; lumber, pipe, and other building material shall be stored at least 1-foot above the ground.
- D. Where the potential for insect and rodent infestation exists, all exterior opening in or beneath any structure shall be appropriately screened with wire mesh or other suitable materials.
- E. The growth of brush, weeds, and grass shall be controlled to prevent harborage of ticks, chiggers, and other noxious insects. Parks shall be so maintained as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac, and other noxious weeds considered detrimental to health. Open areas shall be maintained free of heavy undergrowth of any description.

5. RESPONSIBILITIES OF PARK MANAGEMENT

- A. The person to whom a permit for a park is issued shall operate the park in compliance with this ordinance and shall provide adequate supervision to maintain the park, its facilities, and equipment in good repair and clean sanitary conditions.
- B. The park management shall notify occupants of all applicable provisions of this ordinance and inform them of their duties and responsibilities under this ordinance.
- C. The park management shall supervise the placement of each unit, which includes securing its stability and installing all utility connections.

6. RESPONSIBILITIES OF PARK OCCUPANTS

- A. The park occupant shall comply with all applicable requirements of this ordinance and shall maintain their space, its unit facilities, and equipment in good repair and in clean and sanitary conditions.
- B. The park occupant shall be responsible for proper placement of their unit on its mobile home stand and proper installation of all utility connections in accordance with the instructions of the park management.
- C. Pets, if permitted in park, shall be prohibited to run at large or to commit any nuisance within the limits of any space.

7. CAMPERS, TRAVEL TRAILERS, AND MOTOR HOMES IN PARKS

- A. It shall be unlawful for any person to utilize, including but not limited to, a camper, travel trailer, motor home, and/or truck camper as a residence, and connect to a separate connection and purchase all permits required by the Town of Church Point.
- B. Nothing in this section shall be construed to prohibit the storage of any travel trailer, or motor home for any length of time when the same is not used as a residence, nor shall this section apply where the unit is situated in a licensed camper facility.

Mobile Home Park Regulations

August 1, 2022

8. FEES

In order to defray the cost to the Town for reviewing and evaluating mobile home park plans and inspecting associated construction works, the owner shall pay the Town fees according to the following schedule:

- A. For reviewing and evaluating the site plan of a mobile home park, the Owner shall remit a sum of \$200.00, and this fee shall be paid at the time the site plan is submitted for consideration by the Town. If a second review is required, additional fees at \$100.00 per hour will apply.
- B. For reviewing and evaluating the storm-water management plan of a mobile home park, the Owner shall remit a sum of \$200.00, and this fee shall be paid at the time the storm-water management plan is submitted for consideration by the Town. If a second review is required, additional fees at \$100.00 per hour will apply.
- C. For reviewing and evaluating the plans and specifications of a mobile home park, the Owner shall remit a sum of \$250.00, and this sum shall be paid at the time the plans and specifications are submitted for consideration by the Town. If a second review is required, additional fees at \$100.00 per hour will apply.
- D. For examining, inspecting, and approving the mobile home park construction works and improvements, the Owner shall remit a sum computed on the basis of \$75.00 per man-hours for actual time spent. This sum shall be paid before final certification of completion of improvements by the Town.

9. VIOLATIONS, REMEDIES AND PENALTIES

9.1 Violations and Remedies

The Town of Church Point through the appropriate Building Official and the Town Attorney are empowered to enforce the provisions of this ordinance and may institute any necessary legal actions or proceedings to enforce the provisions thereof, or to prevent any violation of any of its provisions, including any injunctive process to compel compliance and prevent continued violation, and may obtain an order for the removal of any units or structured fixtures or appurtenances which may have been unlawfully placed or constructed in violation of the provisions of this ordinance.

9.2 Penalty

The Owner or General Agent of a park where a violation of any provisions of this ordinance is being or has been committed, or general agent, architect, builder, contractor, or any other person who commits, takes part in, assists on any such violation, shall be guilty of a misdemeanor, and upon conviction shall be punished by a fine of not less than \$100.00 nor more than \$200.00 and each day's failure of compliance with any such provisions shall constitute a separate violation.

10. CONFLICT OR EFFECT OF PARTIAL INVALIDITY

10.1 Conflict

In any case where a provision of this ordinance is found to be in conflict with a provision of any other ordinance or code of the Town of Church Point existing on the effective date of this ordinance, the provisions which, in the judgment of the Building Official, established the higher standard for the promotion and protection of the health and safety of the people shall prevail. In any cases, where a provision of this ordinance is found to be in conflict with a provision of any other ordinance or code of the Town of Church Point existing on the effective date of this ordinance which establishes a lower standard for the promotion and protection of the health and safety of the people, the provisions of this ordinance shall be deemed to prevail, and such other ordinances or codes are hereby declared to be repealed to the extent that they may be found in conflict with this ordinance.

10.2 Provisions of the Ordinance

If any section, subsection, paragraph, sentence, clause or phrase of this ordinance should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portion of this ordinance, which shall remain in full force and effect, and to this end the provisions of this ordinance are hereby declared to be severable.