

BEAUFORT COUNTY



MANUFACTURED HOUSING
AND TRAVEL TRAILER PARK ORDINANCE

EFFECTIVE DATE DECEMBER 4, 1995
UPDATED, JULY 6, 2021

MANUFACTURED HOUSING AND TRAVEL TRAILER PARK
ORDINANCE

Prepared For
Beaufort County, North Carolina

BOARD OF COMMISSIONERS

Frankie Waters, Chairman
Jerry Langley, Vice-Chairman
Ed Booth
Stan Deatherage
John Rebholz
Hood Richardson
Randy Walker

Technical Assistance Provided By:
The Mid-East Commission
P.O. Box 1787 Washington, NC 27889

Local Adoption Date: December 4, 1995
Amendment Date: July 6, 2021

The preparation of this document was financed in part through a grant provided by the North Carolina Management Program, through funds provided by the Coastal Zone management Act of 1971, as amended, which is administered by the Office of Ocean and Coastal Resource Management, National Oceanic and Atmospheric Administration.

Table of Contents

Enactment

ARTICLE I	2	
SECTION 1	AUTHORITY	2
SECTION 2	JURISDICTION	2
SECTION 3	TITLE.....	2
SECTION 4	FEES.....	2
ARTICLE II	DEFINITIONS	3
SECTION 1	GENERAL	3
SECTION 2	TENSE AND NUMBER	3
SECTION 3	WORD INTERPRETATIONS	3
SECTION 4	DEFINITIONS.....	3
ARTICLE III	MOBILE HOME REGISTRATION	5
SECTION 1	MOBILE HOME REGISTRATION	5
ARTICLE IV	APPLICATION FOR MOBILE HOME OR TRAVEL TRAILER PARK CONSTRUCTION	5
SECTION 1	CONSTRUCTION PERMIT	5
SECTION 2	CONTENTS OF THE PARK PLAN.....	5
Major Manufactured Home or Travel Trailer Park.....	5	
Minor Manufactured/Mobile Home / Travel Trailer Park Plan	7	
SECTION 3	REVIEW OF THE PLAN.....	7
Major Manufactured Mobile Home / Travel Trailer Park	7	
Minor Manufactured Home Park / Travel Trailer Park.....	8	
SECTION 4	PLAT APPROVALS.....	8
Major Manufactured Home / Travel Trailer Park.....	8	
Minor Manufactured Home / Travel Trailer Park.....	9	
SECTION 5	ISSUANCE OF CONSTRUCTION PERMIT AND CERTIFICATE OF COMPLIANCE	9
SECTION 6	CONFLICT OF INTEREST.....	10
ARTICLE V	SPECIFICATIONS FOR MOBILE HOME PARKS	10
SECTION 1	GENERAL REQUIREMENTS	10
SECTION 2	MANUFACTURED HOME SPACE	11
SECTION 3	STREETS AND PARKING	12
SECTION 4	UTILITY REQUIREMENTS	13
SECTION 5	MISCELLANEOUS REQUIREMENTS	14
SECTION 6	RECREATION AREAS.....	14
SECTION 7	MANAGEMENT.....	15
ARTICLE VI	SPECIFICATIONS FOR TRAVEL TRAILER PARKS	15

SECTION 1	APPLICABILITY	15
SECTION 2	SITE DEVELOPMENT	15
SECTION 3	SANITARY FACILITIES, WATER SUPPLY, SEWERAGE, GARBAGE COLLECTIONS AND UTILITIES	16
ARTICLE VII	ADMINISTRATION.....	17
SECTION 1	EXISTING MOBILE HOME AND TRAVEL TRAILER PARKS.....	17
SECTION 2	ZONED AREAS.....	17
SECTION 3	REGISTRATION OF OCCUPANTS	17
SECTION 4	INSPECTION.....	18
ARTICLE VIII	LEGAL PROVISIONS.....	18
SECTION 1	VARIANCES.....	18
SECTION 2	APPEAL TO BOARD OF ADJUSTMENT	18
SECTION 3	AMENDING THE ORDINANCE - WHO MAY PETITION	18
SECTION 4	PROCEDURE.....	19
SECTION 5	COMPLAINTS REGARDING VIOLATIONS	19
SECTION 6	PENALTIES FOR VIOLATION	19
SECTION 7	LOSS OF AN OPERATING PERMIT	19
SECTION 8	PROVISIONS OF ORDINANCE DECLARED TO BE MINIMUM REQUIREMENTS.....	20
SECTION 9	SEPARABILITY CLAUSE.....	20
SECTION 10	EFFECTIVE DATE	20

BEAUFORT COUNTY MANUFACTURED HOUSING AND TRAVEL TRAILER PARK ORDINANCE

ENACTMENT:

AN ORDINANCE ESTABLISHING REGULATIONS FOR MANUFACTURED HOUSING AND TRAVEL TRAILER PARKS WITHIN THE COUNTY OF BEAUFORT, NORTH CAROLINA, AND PROVIDING FOR THE ADMINISTRATION, ENFORCEMENT, AND AMENDMENT THEREOF, IN ACCORDANCE WITH THE PROVISIONS OF NORTH CAROLINA GENERAL STATUTES, CHAPTER 160D, AND FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH.

PREAMBLE:

WHEREAS IN ORDER TO PROMOTE THE HEALTH, SAFETY, AND GENERAL WELFARE OF THE INHABITANTS OF THE COUNTY OF BEAUFORT, NORTH CAROLINA; TO PROVIDE FOR PLANNED MANUFACTURED HOME AND TRAVEL TRAILER PARK DEVELOPMENT, IT IS DESIRABLE AND NECESSARY TO ADOPT THE MANUFACTURED HOUSING AND TRAVEL TRAILER PARK ORDINANCE FOR THE UNINCORPORATED AREAS OF SAID COUNTY AS HEREINAFTER SET FORTH.

NOW THEREFORE BE IT ORDAINED BY THE COUNTY OF BEAUFORT, NORTH CAROLINA AS FOLLOWS:

ARTICLE I

SECTION 1 AUTHORITY

The provisions of this ordinance are adopted under the authority granted by the General Assembly of North Carolina (Chapter 160D).

SECTION 2 JURISDICTION

The regulations set forth in this ordinance shall not be applicable within the incorporated areas of the County of Beaufort nor within any legally described extra territorial planning jurisdiction. Incorporated areas may request the County to enforce this ordinance within their jurisdiction by resolution.

SECTION 3 TITLE

This ordinance shall be known as The Manufactured Housing and Travel Trailer Park Ordinance for Beaufort County, North Carolina.

SECTION 4 FEES

Fees established in accordance with this section shall be paid upon submission of a signed application. No request for approval will be considered until applicable fee is paid.

1. Minor MHP **or Travel Trailer Park** - greater than one space but less than **six spaces** in a tract of property or a tract of property that is 3.0 acres or less. Mobile Home Parks and/or Travel Trailer Parks developed on contiguous tracts and under single ownership shall be considered one tract for the purpose of determining "fees" and the status of "major" or "minor".

Fee-\$50.00

2. Major MHP **or Travel Trailer Park**-Greater than **five spaces** in a tract of property or a tract of property that is greater than 3.0 acres in size.

Fee-\$75.00

3. If an application is denied approval when reviewed by the Planning Board resubmission for approval shall require the payment of another application fee.

ARTICLE II DEFINITIONS

SECTION 1 GENERAL

- A. For the purpose of this ordinance certain terms or words used herein shall be interpreted as follows:

SECTION 2 TENSE AND NUMBER

- A. The present tense includes the future tense and the future tense includes the present tense.
- B. The singular number includes the plural number and the plural number includes the singular number.

SECTION 3 WORD INTERPRETATIONS

- A. The word "may" is permissive.
- B. The words "shall" and "will" are mandatory.
- C. The word "County" shall mean the County of Beaufort, North Carolina.
- D. The words "County Commissioners" shall mean the County Commissioners of Beaufort County, North Carolina.
- E. The words "Board of Adjustment" shall mean Beaufort County Commissioners acting as the Board of Adjustment.
- F. The word "person" includes firm, association, organization, partnership, trust, company, or corporation as well as an individual.
- G. The words "used or "occupied" include the words intended, designed, arranged to be used, or arranged to be occupied.
- H. The words County Planner shall mean the County Planner for Beaufort County.

SECTION 4 DEFINITIONS

- A. Developer. Any person, firm, trust, partnership, association, or corporation engaged in development or proposed development of a mobile home or travel trailer park.
- B. Enforcement Officer. The enforcement officer, as the term is used herein, shall be the Director of Planning for Beaufort County or his designated representative. In addition to the Director of Planning, the Health Director or his designated representative also shall be considered enforcement officers for the purpose of enforcing all public health provisions of this ordinance and other applicable health codes adopted by the Beaufort County Board of Health.
- C. Manufactured Home. A detached residential dwelling designed for transportation after fabrication on streets or highways on its own wheels or on flatbeds or other trailers, and arriving at the site where it is to be occupied as a dwelling complete and ready for occupancy, except for minor and incidental unpacking and assembly operations including but not limited to location on jacks or other temporary or

permanent foundations and connections to utilities in accordance with local codes and ordinances. The unit shall be registered or capable of being registered as a mobile home by the North Carolina Department of Motor Vehicles. For the purpose of this ordinance, manufactured home and mobile home are one and the same. Therefore, the terms may be used interchangeably. A travel trailer is not to be considered as a mobile home **if it meets the standards established for a Travel Trailer by the Department of Motor Vehicles.**

- D. **Manufactured/Mobile Home Park or Travel Trailer Park.** Any tract upon which two (2) or more spaces are developed for mobile homes or Travel Trailers to be located, rented, or optioned for purchase and occupied for dwelling or sleeping purposes, regardless of whether or not a charge is made for the privilege of locating a mobile home or Travel Trailer upon the site or tract or for occupying any mobile home.
- E. **Manufactured/Mobile Home Park or Travel Trailer Park, Minor.** Any park that does not involve any of the following: (1) the creation of more than the maximum number of lots, and (2) the usage of more than the maximum allowable acreage in site or tract size that is specifically permitted by ordinance as a minor manufactured/mobile home or Travel Trailer park. (see Article 1, Section 4 above)
- F. **Manufactured/Mobile Home Park or Travel Trailer Park, Major.** Any park not classified as a minor manufactured/mobile home park. (see Article 1, Section 4 above)
- G. **Mobile Home or Travel Trail er Park Construction Permit.** A permit issued by the enforcement officer to a developer for construction of a mobile home or travel trailer park.
- H. **Natural or Artificial Barrier.** Any river, pond, canal, roadway, levee, embankment, fence, hedge, tree row, or similar obstruction, which limits access and/or visibility.
- I. **Space.** A plot of land within either a manufactured home park or travel trailer park designed for either the accommodation of one (1) mobile home or one (1) travel trailer.
- J. **Structural Additions.** Any roofed, canopied, and enclosed porch or room or structure, which is used in connection with a mobile home. A concrete slab, with no roof shall not be considered a structural addition.
- K. **Travel Trailer.** A wheeled vehicular portable structure built on a chassis, designed to be used as a temporary dwelling for travel and recreational purposes, having a body width not exceeding eight (8) feet. This is also intended to include structures mounted on auto or truck bodies that are referred to as campers.
- L. **Travel Trailer Park.** Travel Trailer Park shall mean any tract of land upon which are located the minimum number of travel trailer spaces and/or land area required by this ordinance, regardless of whether or not a charge is made for such service.

ARTICLE III MOBILE HOME REGISTRATION

SECTION 1 MOBILE HOME REGISTRATION

No persons shall place a mobile home in Beaufort County for the purpose of using said mobile home for occupancy without first having obtained a Mobile Home Building Permit from the Beaufort County Inspections and Planning Department providing that the mobile home meets the conditions as set forth under GS 160D.

ARTICLE IV APPLICATION FOR MOBILE HOME OR TRAVEL TRAILER PARK CONSTRUCTION

SECTION 1 CONSTRUCTION PERMIT

No person shall construct a mobile home park or a travel trailer park or make any addition to an existing mobile home park or travel trailer park that either alters the number of sites for mobile homes or travel trailers within the park or affects the facilities required therein until first securing a permit authorizing such construction or addition. The construction or addition shall be in accordance with plans and specifications submitted with the application.

The application for a mobile home park or travel trailer park construction permit shall be filed with the Beaufort County Planning office at least 15 working days prior to the meeting of the Beaufort County Planning Board at **which the application is to be considered**. The application will be reviewed by the County Planner, Building Inspector, and the Beaufort County Health Department. All applications for a manufactured home or travel trailer park construction permit will be accompanied by ten (10) prints of a plat of the proposed park.

UPON ACCEPTANCE OF AN APPLICATION BY THE PLANNING BOARD, THE DEVELOPER OR HIS AGENT MUST NOTIFY ALL ADJACENT PROPERTY OWNERS BY CERTIFIED MAIL OF THE APPLICATION. THE LIST OF ADJACENT PROPERTY OWNERS SHALL BE PREPARED USING PUBLIC DATA AVAILABLE IN THE TAX ASSESSORS OFFICE. THE APPLICANT SHALL PROVIDE A COPY OF THE "GREEN CARD" USED FOR CERTIFIED MAIL TO THE COUNTY PLANNER TO PROVIDE DOCUMENTATION OF THE NOTIFICATION.

SECTION 2 CONTENTS OF THE PARK PLAN

Major Manufactured Home or Travel Trailer Park

The plat shall be drawn at a scale between fifty (50) and two hundred (200) feet to the inch and shall show the following:

A. Title information shall include:

1. Name of park
2. Name, address, and telephone of owner(s)
3. Name of developer
4. Name of registered surveyor

- 5. Scale, Date, North arrow
- 6. Township, County, State
- B. Total acreage, total number of mobile home or travel trailer spaces
- C. Adjoining property owners
- D. Street names inside park
- E. Setback lines
- F. Roads in vicinity (access roads and adjacent roads), small scale location diagram showing all roads in the vicinity and the relationship of the site to major roads
- G. Dimensions and bearings of exterior property lines
- H. Land contours with vertical intervals of not more than two (2) feet may be required for all mobile home parks that have sufficient land area for twenty-five (25) spaces or more and for all travel trailer parks that have sufficient land area for fifty (50) spaces or more.
- I. Mobile home or travel trailer spaces shall be well defined and include a number for each space.
- J. Surface water drainage plans and sedimentation and pollution control plans approved by the State of North Carolina, when required.
- K. All structures in the park site (present or proposed).
- L. Open space for recreation and any recreation facilities.
- M. Method for surfacing roads within the park.
- N. Location and intensity of area lights, raise diagrams and typical connections to mobile homes, or travel trailers or a statement indicating that the power companies will be responsible for design and installation of the electric system.
- O. Source of water and water distribution system approved by the Beaufort County Health Department.
- P. Sanitary sewerage. If a private sewerage collection and disposal system is used, plans and specifications approved by the Beaufort County Health Department must be submitted. If system is not connected to sewerage collection system, show location and size of septic tanks, trailers connected to each septic tank, layout of drain fields, date and result of soil tests.

IF ALL THE SPACES IN THE PARK ARE THE SAME DIMENSIONS, A SINGLE DRAWING SHOWING THE LOCATION OF THE SEPTIC TANK AND THE TRAILER PLACEMENT MAY BE SUFFICIENT FOR THE ENTIRE PARK. IF THE SPACES ARE NOT THE SAME DIMENSIONS, A DRAWING MUST BE PROVIDED FOR EACH SPACE SIZE OR THE LOCATION OF THE SEPTIC SYSTEM AND THE TRAILER PLACEMENT MUST BE SHOWN FOR EACH SPACE.

- Q. Wooded areas, marshes, swamps, floodways and flood plains (as shown on the maps prepared by the Corps of Engineers for the Federal Flood Insurance Administration and as shown on the maps of any applicable flood hazard ordinance) and other conditions affecting the site.
- R. Zoning classification(s) of the park location and adjoining properties, if applicable.
- S. Method of garbage disposal

- T. In the case of any park located wholly or partly within a flood plain or flood hazard area as such plain or area is designated in any applicable flood plain or flood hazard ordinance, the Planning Board may require evidence, which in its judgement is satisfactory to show compliance with such ordinance.
- U. In the case of any park which is located wholly or partly within an area of environmental concern as such is designated In the County Land Use Plan and by the Coastal Resources Commission, the County Planning Board may require evidence which in its judgement is satisfactory to show the issuance and compliance with any necessary permits. Any costs associated with demonstrating and maintaining compliance will be the responsibility of the developer.
- V. In the case of any park involving any facility, project of development, undertaking or development which may require a permit under any federal, state, or local laws or regulations, the Planning Board may require evidence which in its judgment is satisfactory to show the issuance of such permit or the exemption of such facility, project or development from the requirement for such permit. The costs associated with conforming to any federal, state, or local laws will be the responsibility of the developer.
- W. Any other information considered by either the developer or the Planning Board to be pertinent to the approval of the application including (1) an environmental impact statement if the proposed park or expansion of an existing park exceeds two acres in area and the Board deems it necessary due to the nature of the land to be developed or peculiarities of the proposed layout, (2) advertising material to be used in renting lots or dwellings, and (3) design data and price ranges for any dwellings to be constructed. Any additional costs incurred from requests made by the County Commissioners will be the responsibility of the developer.

Minor Manufactured/Mobile Home / Travel Trailer Park Plan

In an effort to simplify and condense the review process for small mobile home parks, which will have little or no impact on the county development process, minor mobile home parks shall comply with the following:

- A. Greater than one (1) but less than six (6) spaces in a single tract. Mobile Home Parks and/or Travel Trailer Parks developed on contiguous tracts and under single ownership shall be considered one tract for the purpose of determining "fees" and the status of "major" or "minor".
- B. Tract size is three (3) acres or less. Mobile Home Parks and/or Travel Trailer Parks developed on contiguous tracts and under single ownership shall be considered one tract for the purpose of determining "fees" and the status of "major" or "minor".

The contents of a minor manufactured mobile home/travel trailer park plan shall be consistent with the requirements of a major manufactured mobile home/travel trailer park plan.

SECTION 3 REVIEW OF THE PLAN

Major Manufactured Mobile Home / Travel Trailer Park

- A. The Beaufort County Planner shall review the following to determine if the proposed park plan is in accordance with the design standards set forth in this ordinance:
 - 1. Title information;

2. Small scale location map;
3. Dimensions and bearing of exterior property lines;
4. Roads in the vicinity;
5. Recreation areas;
6. Method of surfacing roads within the park;
7. Location of park;
8. Street and lot design;
9. Surface water drainage;
10. Coordinating the requirements of this ordinance with those of the Beaufort County Health Department including but not limited to septic approval.

B. If the County Planner disapproves the proposed park plan, the reasons for such action and recommended changes shall be given to the park developer or his agent.

C. After the County Planner has approved conditionally the proposed park plan, one (1) approved copy shall be given to the developer or his agent. The developer or his agent shall then seek approval of the proposed park plan from the following:

1. The District Highway Engineer of the NC State Highway Commission shall review the proposed park plan to determine if the proposed access conforms to the standards of the NC State Highway Commission.
2. County Building Inspector - The County Building Inspector shall review the plans for mobile home and travel trailer parks to determine if the proposed electrical system is in accordance with electrical codes adopted by the Beaufort County Commissioners. In addition, the Building Inspector shall review buildings to be constructed in the park.
3. The Beaufort County Soil and Water Conservation District shall review the plan relative to drainage, erosion, and sedimentation control.

D. Should any agency find deficiencies in the review of the plans of a proposed manufactured housing or travel trailer park, that agency shall notify the developer or his agent to allow him to correct such deficiencies. Each agency shall notify the County Planner after reviewing the proposed park plan and shall give him a statement of approval or disapproval. If disapproved, then the reasons, therefore, shall be stated. The County Planner will report all concerns to the Planning Board for its deliberation.

Minor Manufactured Home Park / Travel Trailer Park

The review of a minor manufactured/mobile home I travel trailer park plat shall be consistent with the review requirements of a major manufactured home park I travel trailer park plan.

SECTION 4 PLAT APPROVALS

Major Manufactured Home / Travel Trailer Park

A. After the County Planner has received reports from the agencies listed above, the County Planner shall present the proposed mobile home or travel trailer park plans along with his recommendations to the Planning Board at their next meeting.

- B. The County Planning Board shall approve, approve conditionally, or disapprove the plat.
 - 1. If approved conditionally, the conditions and reasons thereof shall be stated, and the Planning Board may or may not require the developer to submit a revised plan.
 - 2. If the Planning Board should disapprove the plat, the reasons for such action shall be stated, and recommendations made on the basis of which the proposed development could be approved.
- C. Approval of the plat is authorization for the developer to proceed with the construction of the mobile home or travel trailer park.
- D. Failure on the part of the County Planning Board to act within sixty (60) days after the plat is submitted to the Board shall be deemed as approved.

Minor Manufactured Home / Travel Trailer Park

- A. The County Planner shall present the proposed minor mobile home or travel trailer park plans along with his recommendations to Beaufort County Environmental Health and Building Inspections Staff.
- B. Beaufort County Staff shall approve, approve conditionally, or disapprove the plat.
 - 1. If approved conditionally, the conditions and reasons thereof shall be stated, and the County Staff may or may not require the developer to submit a revised plan.
 - 2. If the County Staff should disapprove the plan, the reasons for such actions shall be stated, and recommendations made on the basis of which the proposed development could be approved.
- C. Approval of the plat by County Staff is authorization for the developer to proceed with construction.

SECTION 5 ISSUANCE OF CONSTRUCTION PERMIT AND CERTIFICATE OF COMPLIANCE

- A. After approval of the plans for a mobile home park or travel trailer park by the Beaufort County Planning Board, the County Planner is authorized to issue a construction permit. The intent of this permit is to enable the execution of the plan in the field and shall not be construed to entitle the recipient to offer spaces for rent or lease, or to operate a mobile home park as defined in this ordinance.
- B. During this phase all fieldwork shall be in accordance with the approved plans. It shall be the responsibility of the developer to inform the Building Inspector as to the progress of fieldwork so that timely inspections may be made.
- C. If the construction of the park has not begun within twelve (12) months from the issue date of the Construction Permit, the Construction Permit shall become null and void. However, the Planning Board may grant an extension of the Construction Permit if the developer appears before the Board and shows cause. If cause is not shown, the developer must repeat all the required steps of procedure for securing approval as required by this ordinance.
- D. When the developer has completed the construction of the mobile home / travel trailer park or the designated stage, he shall apply to the County Planner for an operating

permit. The County Planner and a representative of the Beaufort County Health Department shall make an on-site inspection of the park.

1. If the plan conforms to the park plan approved by the Board and other agencies, the County Planner shall issue the developer an operating permit, enabling operation of this park as defined in this ordinance.
2. If the plan fails to conform to the approved plan, the Enforcement Officer shall delay issuance of the operating permit until it comes into conformity.
3. When a park is to be developed in stages, the proposed park plan must be submitted for the entire development, and application for an operating permit may be made for each stage developed.

SECTION 6 CONFLICT OF INTEREST

No member of an appointed board, governing board, or staff shall use their position for their private gain. Members of appointed boards, governing boards, or staff are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and removed themselves from decision-making when appropriate. Conflicts of interest shall be disclosed as per NC General Statute 160D-109.

ARTICLE V SPECIFICATIONS FOR MOBILE HOME PARKS

SECTION 1 GENERAL REQUIREMENTS

- A manufactured home park must be greater than three acres in size. The only exemption to this rule of size is when not more than two mobile home spaces are located on the same tract or parcel. Two mobile home spaces on a single tract or parcel that is less than 3 acres in size can only be allowed if the spaces are self-supporting with regard to water and septic systems to be determined by the Beaufort County Environmental Health Department.
- A manufactured housing subdivision cannot be converted to a manufactured home park, unless the proposed conversion meets the requirements of this ordinance and has receives board approval.
- A manufactured home park can not be converted to a manufactured home subdivision unless it meets all the requirements of the Beaufort County Subdivision Ordinance. The sale of a single lot or space within a manufactured home park shall be deemed conversion to a subdivision subject to the Beaufort County Subdivision Ordinance.
- No other living compartment other than a Florida Room or other prefabricated structure specifically designed for mobile home use or extension shall be added to any mobile home parked within the jurisdiction of this ordinance. Porches covered with a roof and open on three (3) sides may be permitted if yard space requirements of this ordinance are not violated and the 100% repair area of the septic system is maintained.
- Mobile home park identification signs shall not exceed thirty-two (32) square feet in area. Only indirect, nonflashing lighting shall be used for illumination. The top portion of any sign shall not exceed twelve (12) feet in height.

- F. The Board may require that the owner of the park shall provide and maintain a five foot wide buffer strip along any or all boundaries of the Manufactured Home Park planted with living evergreen trees or shrubbery, or solid fencing at least five (5) feet in height. Such buffer shall be planted in such a manner as so be harmonious with the general character of the surrounding neighborhood. Such buffer shall be subject to final inspection of the Enforcement Officer.
- G. Within a manufactured home park, one manufactured home may be used as an administrative office.
- H. Convenience establishments of a commercial nature shall be limited to food stores, coin operated laundries, beauty parlors and barbershops. These may be permitted in mobile home parks subject to the following restrictions:
 - 1. Such establishments shall be subordinate to the residential use and character of the park.
 - 2. Such establishments shall present no visible evidence, including signage, of their commercial character from any portion of any residential district outside the park.
 - 3. Such establishments shall be designed to serve the trade and service needs of the park residents only.
 - 4. Such establishments shall be subject to Board approval; and
 - 5. Any conventional commercial establishments not shown on mobile home park plans shall have prior certified approval of all applicable state and county agencies before a construction permit shall be issued for such establishments.
- I. The owner or operator of a manufactured home park shall not sell manufactured homes on or within a manufactured home park unless the manufactured home unit for sale shall be placed individually and separately upon an existing manufactured home space where all design standards and utilities have been completed as specified by this ordinance.
- J. Any manufactured home unit not bearing a label or seal of compliance of a recognized testing laboratory, such as Underwriter's Laboratories or similar testing service, shall be subject to Inspection by the Building Inspector.
- K. A detached storage building or structure with a roof and enclosed on all sides may be allowed in the side or rear yard of a manufactured home space, subject to the approval by the Beaufort County Environmental Health Department and the County Planner. Such structure shall not exceed two hundred (200) square feet in floor area, and shall be located in such a way as not to negatively affect the health, safety, and welfare of the manufactured home park residents. Such structure may be constructed of factory fabricated transportable materials.
- L. Mobile homes connected with a fair, carnival or circus may be parked for the duration of the fair, carnival or circus, but not to exceed fifteen (15) days, provided that all sewage and solid waste is disposed of in a manner approved by the Beaufort County Health Department.

SECTION 2 MANUFACTURED HOME SPACE

- A. Minimum lot size is dependent upon the size of the septic system. The lot must be large enough to accommodate the water system, and both the septic system and the repair area. The septic system must be 100 feet from a well used as the drinking water source

for park residents. If a community or public water system is utilized, the water supply lines must be 10 feet from all parts of the septic system. All square foot requirements are subject to the approval of the County Environmental Health Department.

- B. Each manufactured home space shall be located on ground not susceptible to flooding and graded so as to prevent any water from ponding or accumulating on the premises.
- C. Each manufactured home space shall be clearly defined by means of concrete or iron pipe markers placed at all corners.
- D. There shall be at least twenty (20) feet clearance between manufactured homes including manufactured homes parked end to end. No manufactured home shall be located closer than twenty (20) feet to any building within the park, fifteen (15) feet from any property line, and at least twenty (20) feet from the edge of the right of way of any interior street and thirty (30) feet from the edge of the right of way of any publicly maintained street or road.
- E. The manufactured home shall be provided with anchors and tie downs as required by the Manufacturers Specifications of the North Carolina Department of Insurance. Each manufactured home owner shall be responsible for securing his individual manufactured home to anchors.

SECTION 3 STREETS AND PARKING

- A. Convenient access to each manufactured home space shall be provided by streets or drives with a minimum right of way as required by the NC Department of Transportation for similar residential streets. A minimum roadbed of twenty (20) feet shall be graded, drained and all weather surfaced, for automobile and emergency vehicle circulation within the park. Maintenance of such streets shall be provided by the owner or operator of the park or NCDOT.
- B. Permanent dead end streets and cul-de-sacs shall not exceed one thousand (1,000) feet in length and shall be provided with a turn around of at least one hundred (100) feet in diameter.
- C. Streets shall intersect as nearly as possible at right angles, and no street shall intersect at less than sixty (60) degrees. Where a street intersects a public street or road, the design standards of the North Carolina State Highway Commission shall apply. Street jogs of less than one hundred and twenty-five (125) feet shall not be allowed.
- D. Proper sight line shall be maintained at all intersection of streets. Measured along the centerline, there shall be a clear sight triangle as required by the NCDOT for those intersecting a state right of way. All interior drives shall maintain a sight distance triangle of seventy-five (75) feet. No building or obstruction that impedes vision beyond the extent noted above shall be permitted in the area.
- E. New street names shall not be duplicates and are subject to the requirements of the Beaufort County Addressing Ordinance.
- F. All streets in the manufactured home park shall be adequately illuminated from sunset until sunrise. The minimum street light shall be a 17S wan mercury vapor (approximately 7000 lumen class), or its equivalent, spaced at intervals of not more than three hundred (300) feet.

- G. A minimum of two (2) automobile parking spaces, all weather surfaced, shall be provided adjacent to each manufactured home space, but shall not be located within any public right of way or within any street in the park.
- H. All spaces within a manufactured home park shall be numbered sequentially. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed so as to be legible from the road. The numbers must be of a contrasting color to the background, as defined in the Beaufort County Addressing Ordinance. In the event of an amendment to the Addressing Ordinance, the strictest regulation will apply.
- I. Where more than five (5) rural mail boxes are used for mail delivery, the approval of the local Post Office Department and the District Highway Engineer shall be required.

SECTION 4 UTILITY REQUIREMENTS

- A. Water Systems
 - 1. An accessible, adequate, safe and palatable supply of water shall be provided in each manufactured home park. Where a county or municipal water supply is available, connection shall be made thereto and its supply used exclusively.
 - 2. When a county or municipal supply is not available, a community water supply shall be developed and its supply used exclusively in accordance with the standards of the Sanitary Engineering Division of the NC State Board of Health and the Beaufort County Health Department. Individual wells may be used and must comply with State standards and regulations.
- B. Sewage Systems
 - 1. Adequate and safe sewage disposal facilities shall be provided in all manufactured home parks. Collection systems and sewage treatment plants complying with the requirements of the NC Department of Water and Air Resources shall be provided. Plans for sewage collection systems and treatment facilities shall be submitted to the North Carolina Department of Water and Air Resources. Individual septic tank systems can be considered if soil, topography, and ground water conditions are favorable.
 - 2. Each manufactured home space shall be provided with at least a four (4) inch diameter sewer riser pipe. The sewer riser pipe shall be located on each space that the sewer connection to the mobile home drain outlet will approximate a vertical position.
 - 3. A 2' by 2' concrete apron shall be installed around all sewer connection riser pipes for support and protection. The sewer connection shall be located a distance of at least one hundred (100) feet from a water supply relying on wells. A distance of only ten (10) feet is needed between the septic and water systems when the drinking water is drawn from a community or public water supply.
 - 4. The sewer connection shall have a nominal inside diameter of at least four (4) inches, and the slope of any portion thereof shall be at least one-fourth (1/4) inch per foot. The sewer connection shall consist of one (1) pipeline only, without any branch fittings. All joints shall be watertight, including connection from trailer to sewer riser pipe.

5. All material used for sewer connection shall be semi-rigid, corrosion resistant, nonabsorbent, and durable. The inner surface shall be smooth.
6. Provision shall be made for plugging the sewer pipe, when a mobile home does not occupy a space. Surface drainage shall be diverted away from the rise. The rim of the riser pipe shall extend at least four (4) inches above ground elevation.

C. Solid Waste Disposal Systems

1. The storage, collection and disposal of solid waste in the manufactured home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards or pollution.
2. For each lot, the minimum requirements will be two cans of at least 30-gallon capacity each, which are elevated at least one foot off the ground. All trash will be contained inside these two cans, or will be subject to penalties and fines outlined at the end of this ordinance.

SECTION 5 MISCELLANEOUS REQUIREMENTS

- A. All electrical connections shall meet the National Electrical Code.
- B. Grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestations. Extermination methods and other measures to control insects and rodents shall conform to the requirements of the County Health Director.
- C. Parks shall be maintained free of accumulation of debris, which may provide rodent harborage or breeding places for flies, mosquitoes and other pests.
- D. Storage areas shall be so maintained as to prevent rodent harborage; lumber, pipe and other building material shall be stored at least one (1) foot above ground.
- E. Where the potential for insect and rodent infestation exists, all exterior openings in or beneath any structure shall be appropriately screened with wire mesh or other suitable materials.
- F. 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 and considered detrimental to health. Open areas shall be maintained free of heavy undergrowth of any description.
- G. No inoperable motor vehicle shall remain in a manufactured home park for a period longer than sixty (60) days.

SECTION 6 RECREATION AREAS

- A. Each manufactured home park shall provide and maintain four hundred (400) square feet of recreation area for each mobile home space, unless the park is less than or equal to ten thousand (10 000) square feet in area. The minimum recreation area shall be at least twenty five hundred (2500) square feet.

SECTION 7

MANAGEMENT

- A. In each manufactured home park, the permittee or duly authorized attendant or caretaker shall be in charge at all times to keep the mobile home park, its facilities, and equipment in a clean; orderly, safe, and sanitary condition.

ARTICLE VI SPECIFICATIONS FOR TRAVEL TRAILER PARKS

SECTION 1

APPLICABILITY

The process for the approval of travel trailer parks is identical to that of manufactured home parks. However, the design or site development standards differ. The design standards for travel trailer parks follow.

SECTION 2

SITE DEVELOPMENT

- A. Every travel trailer space shall be a minimum of 40 x 70 feet
- B. There shall be a minimum distance of fifteen (15) feet between each travel trailer and structure.
- C. Parking spaces sufficient to accommodate at least one (1) motor and camping vehicle shall be constructed within each space. No more than one (1) camping vehicle may be parked on any space.
- D. All spaces developed adjacent to a public street shall be set back a minimum of forty (40) feet from the street right-of-way.
- E. The spaces shall be graded to prevent any water from ponding or accumulating within the park. Each space shall be properly graded to obtain a reasonably flat site and to provide adequate drainage away from the space.
- F. The park shall have all weather roads that directly abut each space. All road rights-of-way shall have a minimum width of twenty (20) feet. Rights-of-way for one-way roads may have a minimum width of twelve (12) feet. In areas of heavy vehicle use, wider rights-of-way shall be required.
- G. No space shall have direct vehicular access into a public road.
- H. The park shall be developed with proper drainage ditches. All banks shall be sloped and seeded.
- I. Cul-de-sac or dead end roads shall not exceed one thousand (1,000) feet in length measured from the entrance to the center of the turnaround, **unless a turn-around of a minimum of sixty feet in diameter is provided every 1000 feet**. Any road designed to be permanently closed shall have a turnaround at the closed end with a minimum right-of-way diameter of eighty (80) feet.
- J. When the park has more than one (1) direct access to a public road the accesses shall not measure less than three hundred (300) feet apart or measure closer than three hundred (300) feet to either public road intersection unless unusual site conditions demand otherwise.

- K. Each park with more than ten spaces shall have a central structure or structures that will provide separate toilet facilities for each sex. This structure may also contain coin-operated machines for the park residents' use only, provided there is no exterior advertising. Vending machines also may be permitted in a sheltered area.
- L. No swimming pool or bathing area shall be installed, altered, improved, or used without compliance with applicable regulations. No bathing area shall be used without the approval of the Beaufort County Health Department.
- M. Signs for identification of parks shall not exceed four (4) feet by tight (8) feet at the entrance to the park.

SECTION 3 SANITARY FACILITIES, WATER SUPPLY, SEWERAGE, GARBAGE COLLECTIONS AND UTILITIES

- A. Sanitary Facilities.
 - 1. All toilet, shower, lavatory, and laundry facilities shall be provided and maintained in a clean and sanitary condition and kept in good repair at all times. They shall be safely and adequately lighted. Facilities shall be easily accessible and conveniently located. All toilet, shower, lavatory, and laundry room facilities shall be acceptable to the Beaufort County Health Department and shall be in conformity with all Beaufort County codes.
 - 2. All buildings shall be constructed in accordance with the building code of the county.
- B. Water Supply - A safe, adequate, and conveniently located water supply must be provided for each park. No water supply shall be installed, altered, or used without the approval of the Beaufort County Health Department.
- C. Sewage Disposal.
 - 1. Sewage dumping stations shall be approved by the Beaufort County Health Department. Each park shall provide at least one (1) sewage dumping station unless all spaces have connection to an approved septic system.
 - 2. No method of sewage disposal shall be installed, altered, or used without the approval of the Beaufort County Health Department. All sewage wastes from each park, including wastes from toilets, showers, bathtubs, lavatories, washbasins, sinks, and water-using appliances not herein mentioned, shall be piped into the parks sewage disposal system or systems.
- D. Garbage and Refuse Disposal.
 - 1. The park owner is responsible for refuse collection. All refuse shall be collected at least weekly or more if the need is indicated.
 - 2. Storage, collection, and disposal of refuse shall be so managed as not to create health hazards, rodent harborage, insect-breeding areas, accidents, fire hazards, or air pollution.
- E. Where electrical service is used, the installation and use of such facilities shall conform with all applicable codes. Such facilities shall be inspected by the county electrical inspector.
- F. Each park ten spaces or larger shall provide recreation areas to serve the needs of the anticipated users. One half (1/2) acre of level well-drained ground for every fifteen (15)

spaces shall be utilized as a recreation area. The park owner is responsible for the development and maintenance of the recreation areas.

G. It shall be unlawful for a person to park or store a manufactured home in a travel trailer park. However, one (1) manufactured home may be allowed within a travel trailer park to be used as an office or residence of persons responsible for the operation and maintenance of the travel trailer park.

ARTICLE VII ADMINISTRATION

SECTION 1 EXISTING MOBILE HOME AND TRAVEL TRAILER PARKS

Existing manufactured home parks which provide manufactured home spaces having a width or area less than that herein above described, may continue to operate with spaces of existing width and area, but in no event shall any such nonconforming mobile home parks be allowed to expand unless such extension meets the requirements of this ordinance

All structural additions to mobile homes other than those which are built into the unit and designed to fold out or extend from it shall be erected only after a building permit has been obtained. Such additions shall conform to the building code of the county, where applicable, or shall meet the standards of special regulations adopted with respect to such additions. The building permit shall specify whether such structural additions may remain permanently, must be removed when the manufactured home is removed, or must be removed within a specified length of time after the manufactured home is removed. Structural alterations existing at the time of passage of this ordinance shall be removed within thirty (30) days after the manufactured home, which they serve, is moved unless attached to another manufactured home on the same site within that period.

SECTION 2 ZONED AREAS

In areas of the County where a Zoning Ordinance is in effect, manufactured home parks shall be permitted only in conformance with the regulations of the zoned district in which they are located.

SECTION 3 REGISTRATION OF OCCUPANTS

A. Every manufactured home park owner or operator shall maintain an accurate register containing a record of all occupants and owners of manufactured homes in the park. The register shall be available for inspection at all times by authorized county representatives. The register shall contain the following information and shall be retained by the manufactured home park owner or operator for a period of one (1) year from the time occupancy ceases.

1. Name of owner or occupant
2. Mobile home space number
3. Make, model and registration number of mobile homes
4. Date when occupancy within the mobile home park begins and date when occupancy within the park ceases

SECTION 4**INSPECTION**

- A. The Beaufort County Health Department, the Beaufort County Building Inspector and/or the Enforcement Officer are hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this Ordinance. It shall be the duty of the owners or occupants of manufactured home parks to give these agencies free access to such premises at reasonable times for the purposes of inspection.
- B. The person to whom an operating permit for a manufactured home 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 in clean and sanitary condition.
- C. The park owner or operator shall notify park occupants of all applicable provisions of the Ordinance and inform them of their duties and responsibilities under this Ordinance.

ARTICLE VIII**LEGAL PROVISIONS****SECTION 1****VARIANCES**

Where strict adherence to the provisions of the Ordinance would cause unnecessary hardship of topographical or other conditions peculiar to the site, the Beaufort County Planning Board may authorize a variance, if such variance can be made without destroying the intent of the Ordinance. Any variance thus authorized shall be entered in the Minutes of the County Planning Board and the reasoning on which the departure was justified shall be set forth. A variance is considered a quasi-judicial development decision, and the Planning Board shall follow all mandatory quasi-judicial procedures outlined in G.S. 160D-406.

SECTION 2**APPEAL TO BOARD OF ADJUSTMENT**

The Beaufort County Board of Adjustment shall hear and decide appeals from and review any orders, requirements, decisions, or determination made by the Enforcement Officer charged with enforcement of this ordinance. The aggrieved individual shall have thirty days (30) to file an appeal and it will be presumed that if the notice of determination was sent by mail, it was received on the third business day after it was sent. The powers, duties, and procedures shall be in accordance with the provisions of North Carolina General Statutes 160D-302. An appeal from the decision of the Board of Adjustment may be made to the Beaufort County Superior Court.

All enforcement actions, including fines, shall be paused during the appeal process.

SECTION 3**AMENDING THE ORDINANCE - WHO MAY PETITION**

A petition for an amendment of this ordinance may be initiated by the Board of County Commissioners, the Planning Board, any department or agency of the County, or any citizen, within the jurisdiction of the County of Beaufort.

SECTION 4**PROCEDURE**

- A. The Planning Board shall consider and make recommendations to the County Commissioners concerning each proposed amendment.
- B. No amendment shall be adopted by the County Commissioners until after public notice and hearing. Before taking such lawful action, as it may deem advisable, the County Commissioners shall consider the Planning Board recommendation on each proposed amendment. If no recommendation is received from the Planning Board within forty-five (45) days after the public hearing, the proposed amendment shall be deemed to have been approved by the Planning Board.

SECTION 5**COMPLAINTS REGARDING VIOLATIONS**

Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the building inspector. The building inspector shall record properly such complaint, immediately investigate, and take action thereon as provided by the ordinance.

Notice of violation shall be delivered to the holder of the development approval and to the landowner of the property involved, if the landowner is not the holder of the development approval, by personal delivery, electronic delivery, or first-class mail and may be provided by similar means to the occupant of the property or the person undertaking the work or activity. The notice of violation may be posted on the property. The person providing the notice of violation shall certify to the local government that the notice was provided, and the certificate shall be deemed conclusive in the absence of fraud.

SECTION 6**PENALTIES FOR VIOLATION**

Authority for the enforcement of this ordinance is provided under 160D. Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with grants of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$50.00 or imprisoned for no more than thirty (30) days per offense. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the County of Beaufort from taking such other lawful action as is necessary to prevent or remedy any violation.

SECTION 7**LOSS OF AN OPERATING PERMIT**

Any mobile home or travel trailer park that is found to be in violation of this ordinance will cease entering into new leases and shall cease park operations at the end of the rental period, but no later than the end of a forty (40) day grace period beginning from the date notice was given of permit violation. The owner and operator of the park shall be jointly and severally liable to existing tenants for fulfillment of contractual obligations unless the violation is due to an act or condition beyond their control.

Unless an inspection shows the violation to have been corrected before the end of the forty (40) day grace period, the permit for all spaces shall be revoked.

Once the forty (40) day grace period has ended, if the owner has not corrected the violation he shall be required to re-submit his mobile home park plan in compliance with this ordinance in order to get an operating permit. Upon the revocation of the operating license all leases shall be deemed automatically terminated and the park owner or operator may only collect rent due for any preceding month or portion thereof and in no event shall the owner or operator keep or collect a larger percentage of the entire rent for the entire lease term than would be due on the basis of actual occupancy time as a percentage of the entire lease term. Tenants shall be notified by certified mail within three (3) days of the termination of their leases on account of the revocation of the operating permit and their right to have thirty (30) days with no rent liability for such period to remove their mobile homes, travel trailers and property from the park. Once the operating permit is revoked the owner or operator of the park shall continue for thirty (30) days to perform services at the park deemed necessary by the Enforcement Officer and the County Health Department for the health and safety of the tenants, and the tenants shall be given thirty (30) days after the date of revocation of the permit to remove their mobile homes, travel trailers and property from the park, and the tenants shall not be liable for rent on account of such thirty (30) day period.

SECTION 8 **PROVISIONS OF ORDINANCE DECLARED TO BE MINIMUM REQUIREMENTS**

The provisions of this ordinance shall be held to be minimum requirements, adopted for the promotion of the public health, safety, morals and general welfare. Wherever the requirements of this ordinance are at variance with the requirements of any other lawfully adopted regulations the most restrictive or that imposing the higher standards, shall govern.

SECTION 9 **SEPARABILITY CLAUSE**

Should any section or provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decisions shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION 10 **EFFECTIVE DATE**

This ordinance shall take effect and be in force from and after its passage in December 1995 or as amended by the Beaufort County Board of Commissioners most recently on this the 2nd day of October 2006.

MONDAY, OCTOBER 2, 2006, 4:00 PM
REGULAR MEETING

**NORTH CAROLINA
BEAUFORT COUNTY**

**MANUFACTURED HOUSING AND TRAVEL TRAILER PARK
ORDINANCE**

On motion by Commissioner Langley, seconded by Commissioner Tetterton, the Board voted unanimously approving changes in the Manufactured Housing and Travel Trailer Park Ordinance. The current ordinance is effective November 1, 2006 as follows: insert ordinance

**NORTH CAROLINA
BEAUFORT COUNTY**

I, Sharon C. Singleton, Clerk to the Board of County Commissioners, do hereby certify that the above is a true and verified copy of a resolution adopted by the Beaufort County Board of Commissioners in regular session on Monday, October 2, 2006.



A handwritten signature in black ink, appearing to read "Sharon C. Singleton".

Sharon C. Singleton
Clerk to the Board