

ORDINANCE NO. 848

AN ORDINANCE AMENDING SECTIONS 18.58.010, 18.58.020, 18.58.040, 18.58.060, 18.58.070,, 18.33.020, 18.33.340, 9.12.020, 5.30.020, AND 18.09.020 OF THE TOWN OF SARATOGA MUNICIPAL CODE REGULATING RECREATIONAL VEHICLES PARKS WITHIN THE TOWN OF SARATOGA AND TO PROVIDE AN EFFECTIVE DATE

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF SARATOGA, WYOMING

Section 1 Section 18.58.010 of the Saratoga Municipal Code is hereby amended to read as follows:

Chapter 18.58 RECREATIONAL VEHICLE PARKS

18.58.010 Plans and specifications

No corporation, municipality, association, institution, firm or person shall construct a recreational vehicle park as defined in these standards without prior authorization and permit from the Town of Saratoga. A landowner who wishes to apply for a recreational vehicle park permit shall complete a Recreational Vehicle Park Permit Application provided by the Town's planning and zoning officer. The completed application and two (2) complete sets of plans and specifications for the construction and operation of the proposed mobile home park shall be submitted to the zoning officer 45-days prior to the next planning commission meeting for review. All plans shall show the following:

- A. The location area dimension and boundaries of the recreational vehicle park site;
- B. A map or plat illustrating the number, location, size, designated use of all unit spaces, plus a designation as to specific usage;
- C. The location and width of surface materials of roadways and walkways;
- D. The location of the service building(s) if provided, plus any other proposed structures (storage building(s), garbage and trash stations, etc.) within the recreational vehicle park;
- E. A floor plan of the service building(s) (if provided) shall be prepared showing the number and location of toilet(s), urinal(s), shower(s), or bath(s), lavatory(ies), laundry facility(ies), service sink(s), door(s), window(s) and all other pertinent information (walls, ceiling and floor finishes to be submitted);
- F. Plans and specifications of all other structures to be constructed or existing within the recreational vehicle park;
- G. Locations and sizes of all utilities, including electric services and water and sewer infrastructure.
- H. All recreational vehicle parks must have adequate water and sewer infrastructure. For any new recreational vehicle park, or where water and sewer infrastructure must be

modified, adequate water and sewer lines must be provided and shall comply with the town standards and Wyoming Department of Environmental Quality, Chapter 11, Part F, "Mobile Home Park and Campground Sewerage and Public Water Supply Distribution Systems" rules and regulations. Such infrastructure shall also be approved by the Saratoga-Carbon County Impact Joint Powers Board.

18.58.020 Permits

A. It is unlawful for any person to operate a recreational vehicle park who does not possess an unrevoked permit from the Town of Saratoga.

B. Permits shall not be transferable to a different location or property than originally issued.

1. Issuance of Permit.

a. Any person, firm or corporation desiring to operate a recreational vehicle park shall make written application for a permit on forms provided by the Town of Saratoga. Prior to issuance of the permit, the recreational vehicle park shall be inspected to determine compliance with provisions of these standards. No permit shall be issued if the standards are not complied with.

b. Once complete the permittee shall obtain signatures of approval from the Director of Public Works, Zoning Officer, Chief of Police and Fire Chief.

c. For all recreational vehicle parks seeking approval, the application shall be accompanied by a petition signed by the owners of all property within a two-hundred-and-fifty (250) foot radius of the perimeter of the property in question indicating, as to each owner, his or her approval or disapproval and indicating approval by a minimum of fifty percent of the owners of real property within a two- hundred-and-fifty (250) foot radius of the real property affected.

d. A permit to construct shall be obtained from both the Wyoming Department of Environmental Quality and the Wyoming State Fire Marshall and submitted to the Zoning Officer with the Recreational Vehicle Park Permit Application.

2. Suspension or Revocation of a Permit

a. The permit may be temporarily suspended or revoked by the zoning officer upon violation by the holder of the terms of these standards or the plans and specifications provided at the time the permit was issued.

b. No recreational vehicle park, following temporary suspension or revocation of a permit for noncompliance of the standards shall operate in excess of thirty days. If conditions indicate, a temporary permit may be granted by the planning commission to a recreational vehicle park that has demonstrated willingness and intent to achieve total compliance with the standards. Such temporary permits shall be for a specified time, as may be designated by the planning commission. No additional extension shall be granted for reasons of further noncompliance.

3. Reinstatement of Permit.

a. Any recreational vehicle park, the permit of which has been suspended, may at any time make application for the reinstatement of the permit.

b. After the receipt of a satisfactory application, accompanied by a statement signed by the applicant to the effect that the violated provision or provisions of these standards have been conformed with, the zoning officer shall make a reinspection and thereafter as many additional reinspection as he or she may deem necessary to assure him or herself that the applicant is again complying with requirements and, in case the findings indicate compliance, shall advise the planning commission accordingly. The planning commission, at the next regularly scheduled meeting, may then make a recommendation to reinstate the permit to the Town Council for subsequent approval or disapproval.

18.58.040 Requirements generally

A. Every recreational vehicle park shall be located on a well-drained area, properly graded so as to prevent the accumulation of surface water and to insure proper drainage.

B. Recreational vehicle spaces shall be designated and clearly numbered, and the park shall be so arranged so all recreational vehicle shall face or abut on a driveway or street not less than thirty-four feet wide, which driveway or street shall be connected, in at least two places, to a dedicated public street or highway. Such driveway or street shall be surfaced according to the minimum specifications of Title 17. ~~Curb and gutter shall be installed on the streets in accordance with town standards.~~ The owner of the recreational vehicle park shall, on a regular basis, make adequate provision for the maintenance of all private streets, walkways, patios and curb and gutter within the park.

C. A recreational vehicle park shall not be developed at a **residential** density greater than **twelve (12)** recreational vehicle spaces per acre.

D. The recreational vehicle park shall be designed to allow for a minimum of **fifteen (15) twenty-five (25) feet clearance** between each recreational vehicle. No recreational vehicle shall be located closer than **ten feet from the boundaries** of the recreational vehicle park.

E. Recreational vehicle spaces shall consist of a minimum of **two thousand five hundred (2,500) four thousand five hundred (4,500) square feet and shall be not less than twenty-five (25) forty-five (45) feet in width.**

F. Each recreational vehicle space shall have a minimal depth of **sixty (60) one hundred feet**. Each space shall have its boundaries clearly defined. No more than one recreational vehicle shall be permitted to occupy each space.

G. Any recreational vehicle park which allows one or more dependent recreational vehicle(s), tent(s), or tenting unit(s) shall comply with the following:

1. Each designated unit space provided for a tent or tenting unit shall **contain consist of** a minimum of **nine hundred square feet and shall be not less than twenty (20) feet in width. Each space shall have its boundaries clearly defined. No more than two (2) tents or tenting units shall be permitted to occupy each space.**

2. Each designated unit space provided for tenting units shall be provided with a table and provisions for fire building and easy access to disposal of liquid and solid wastes which might create a public health hazard.

3. No unit space serving a dependent recreational vehicle or tent or tenting unit shall be located farther than three hundred feet radially from the service building. Unit spaces farther than this distance must be designated for and be used by self-contained units only.

4. No unit space designated for a tent or tenting unit shall be occupied by a recreational vehicle at any time.

H. Adequate water and sewer lines, complying with the town standards, Wyoming Department of Environmental Quality, Chapter 11, Part F, "Mobile Home Park and Campground Sewerage and Public Water Supply Distribution Systems" rules and regulations, and as approved by the Saratoga-Carbon County Impact Joint Powers Board must be installed to each lot within a recreational vehicle park. A copy of the permit to construct, as obtained from the Wyoming Department of Environmental Quality, shall be required by the Zoning Officer at the time the Recreational Vehicle Park Permit Application is submitted.

I. The electrical system within a recreational vehicle park must conform to the Uniform Electrical Code and all electrical and utility lines must be installed underground. The electrical system shall be permitted by the Wyoming Department of Fire Prevention and Electrical Safety and shall be subject to review and inspection by the Wyoming State Fire Marshal. A copy of the electrical wiring permit, as obtained from the Wyoming Department of Fire Prevention and Electrical Safety shall be required by the Zoning Officer at the time the Recreational Vehicle Park Permit Application is submitted.

J. No storage building or buildings shall be permitted on a recreational vehicle space within a recreational vehicle park.

K. No mobile homes shall be permitted within a recreational vehicle park unless the recreational vehicle park is dually permitted as both a recreational vehicle park in accordance with Section 18.58 and as a mobile home park in accordance with Section 18.57. In such case, mobile home lots shall be specifically designated and arranged in accordance with the requirements of Section 18.57.

L. Off-street parking for a minimum of one automobile per recreational vehicle space shall be provided. The off-street parking spaces shall be covered with asphalt, cement, gravel or other suitable ground cover deemed appropriate by the planning commission.

M. Each recreational vehicle park shall be adequately lighted at night.

N. Service Building. Each recreational vehicle park which permits dependent recreational vehicles or tenting units shall provide the following:

1. A service building which shall be equipped with toilet and bath facilities for each sex; the number of facilities required shall be in a ratio as stated in the following table:

Number of Dependent RV Spaces	Toilets		Urinals	Sinks		Showers		Other Fixtures
	M	W	M	M	W	M	W	
1—15	1	2	2	2	2	2	2	minimum one slop sink
16—30	2	3	3	3	3	2	2	
31—45	3	4	3	4	4	3	4	
46—60	4	5	4	5	5	3	5	
61—80	4	6	4	5	5	5	6	

M=Men

W=Women

NOTE: For determination of the needed plumbing fixtures all unit spaces not served by a sewer connection and within three hundred feet radially of the service building will be considered as available for utilization of dependent travel trailers, truck campers, tents and tenting units.

1. Each toilet shall be in a private compartment.
2. A sound retardant wall shall separate the toilet facilities for each sex when provided in a single building.
3. Each bath or shower shall be in a private compartment.
4. A slop sink(s) shall be provided for disposal of liquid wastes and for clean up and maintenance of the service building.
5. The service building shall be of permanent construction and be provided with adequate light, heat and positive ventilation in shower and bathing areas.
6. Interior construction of the service building shall be cleanable and provide moisture resistant materials on walls, ceilings and floors. Surfaces shall be a light color.
7. Slip aspects of floors should be considered.
8. All windows, doors or other openings shall be screened or insect entry prevented.
9. All plumbing shall conform to the Uniform Plumbing Code, latest edition thereof and the local plumbing code.
10. Hot and cold running water shall be provided at all times in the service building.

~~L. Provisions shall be made for adequate all-weather walkways extending from the required driveway to the required patio. The patio for each recreational vehicle space shall consist of a solid four-inch concrete apron of at least two hundred square feet located at the main entrance to the mobile home.~~

~~M. No mobile home shall be occupied unless it is supported on masonry blocks or jacks in strict accordance with the manufacturer's recommendations and connected to utilities. A skirting extending from the bottom of the walls to the~~

~~ground, made of aluminum, steel, or wood must be installed within seven (7) days of occupancy.~~

O. Screening in the form of a wood or masonry fence shall be required between recreational vehicle parks which adjoin conventional residential districts and the surrounding properties. Any such fence or wall in the front yard or along public rights-of-way shall not exceed four feet in height and any fence or wall in the side or rear yard shall not exceed six feet in height.

P. In parks containing **ten or more** recreational vehicles an area equal to at least ten percent of the total area within the boundaries of the recreational vehicle park shall be devoted to common open space available for use by all park residents for recreational or other similar uses but not including uses for streets, alleys or parking areas. In order to control dust and provide recreational amenities, the **ten percent open space area** shall be provided with ground cover in the form of grass, shrubs, trees or other suitable landscaping deemed appropriate by the planning commission.

Q. Recreational vehicles shall be located on lot spaces designated for such use.

R. An initial fee as defined in the Town of Saratoga's fee schedule (See Section **15.04.080**) shall be paid in full at the time of application. If the application is approved the applicant shall pay a fee in accordance to the Town of Saratoga's fee schedule.

S. Where compliance with provisions of this section would result in undue hardship, a variance may be granted by the planning commission so long as the variance does not impair the intent and purpose of this section.

18.58.060 Refuse disposal

A. The storage, collection and disposal of refuse shall be in such a manner as to avoid creating an insect or rodent harborage, health hazard or odor nuisance and shall be approved by the zoning officer.

B. Refuse and/or solid waste containers shall be provided in adequate numbers within one hundred feet of each recreational vehicle space and shall be provided with protection from animals, rodents and insects.

C. Garbage shall be collected and disposed of a minimum of once weekly and more often if needed.

D. Every recreational vehicle park shall be kept free of rubbish and maintained in a sanitary condition at all times.

E. All harborages for rodents and insects shall be eliminated and prevented.

F. Flies and mosquitoes shall be controlled by active control measures when required.

G. It is the responsibility of the recreational vehicle park owner to ensure the above provisions are met.

18.58.070 Registration of occupants

Every recreational vehicle park owner or operator shall maintain a register containing a record of all recreational vehicle and occupants using the recreational vehicle park. The register shall be current.

18.33.020 Permitted uses—Designated.

All uses shall be conducted within the confines of property lines.

- A. Any use permitted in the retail business district;
- B. Drive-in establishments, i.e., liquor stores, restaurants, theaters and banks;
- C. Hotels, motels and lodges, tourist lodges;
- D. Automobile sales and service (new and/or used);
- E. Automobile filling station and repair garages;
- F. Automobile rental agencies;
- G. Automobile body repair (limited to operation inside buildings only);
- H. Bowling alley;
- I. Plant nurseries;
- J. Mobile home and **recreational vehicle** ~~travel-trailer~~ sales, service and rentals. (Ord. 677, 2001; Ord. 469, 1985; Ord. 399 § 1(328-20-(2)), 1980)

18.33.040 Special permit uses.

The following uses may be permitted within this district only after review and approval by the planning commission in accordance with provisions of this title. (See Section 18.69.010.) The planning commission may place reasonable requirements upon the use prior to granting approval to insure that such special use will not have a detrimental effect on the area in which it may be located:

- A. **Recreational Vehicle Parks** ~~Travel-trailer courts~~;
- B. Warehouse, distribution centers;
- C. Printing and publishing establishments;
- D. Public utility structure or facility and overhead electrical transmission lines of over sixty-nine thousand volts;
- E. Membership clubs. (Ord. 514 § 7, 1988; Ord. 399 § 1(328-20-(4)), 1980)

9.12.020 Camping on town property.

Any person, between sunset and sunrise, camping in a camper, **recreational vehicle, house trailer,** tent, sleeping bag or bed roll upon any property owned or leased by the town, including streets and alleys within the town, except in areas designated and posted for camping, is guilty of a misdemeanor. (Prior code § 14-1)

5.30.020 Specially permitted temporary events allowed.

The following specially permitted temporary events may be allowed provided they receive the approval of the Saratoga town council, or an employee or employees designated by the Saratoga town council.

- A. Outdoor music events, including street dances.
- B. Temporary seasonal and holiday sales (e.g., bazaars, Christmas tree lots, wreath sales, fruit and vegetable stands).
- C. Farmers market.
- D. Temporary ~~travel trailer assembly~~ **recreational vehicle camping** not to exceed five days.
- E. Contractors office.
- F. Off-site auto sales.
- G. Temporary sales (parking lot, vacant lot, roadside).
- H. Seasonal outdoor garden nursery.
- I. Retail encroachments into required parking.
- J. Storage/shipping containers.
- K. Auctions.
- L. Car wash, bake sales and other fundraising activities.
- M. Parades.
- N. Recreational activities and school events that are not regularly scheduled school events.
- O. Use of a public parking lot for a specially permitted event.
- P. Overnight camping related to bicycle tours, motorcycle or car rallies. (Overnight camping shall only be allowed on Carbon County School District #2 (CCSD #2) property at the sole discretion of the CCSD #2 School Board as evidenced in writing by a letter from the CCSD #2 School Board to the Saratoga town council.)
- Q. Motorcycle or car rallies, shows or expositions.
- R. Beer and wine festivals.
- S. Temporary building or yard for construction materials and/or equipment necessary for current construction in the immediate surrounding area. Each permit shall specify the location of the building or yard and its relationship to the construction activity. Each special permit for a temporary building or yard for construction materials and/or equipment shall be valid for a period of six calendar months and shall not be renewed for more than two consecutive periods.
- T. At the sole discretion of the mayor and town council, any other public gathering for a single purpose event, provided that each specially permitted event shall be valid for a period of not more than five days. (Ord. 809, 2012)

18.09.020 Enforcement—Agent—Authority—Responsibility.

A. The planning commission, with the approval of the town council, may appoint a zoning enforcement agent for the administration and enforcement of the provisions of this title. This agent shall be designated the zoning officer.

B. The zoning officer shall have the authority and responsibility to enter upon public or private premises and make inspection thereof at any reasonable time and for any proper purpose of enforcing this title. Further, upon reasonable cause or question as to proper compliance, to revoke any authorization and issue cease and desist orders requiring the cessation of any building, moving, alteration or use which is in violation of the provisions of this title.

C. The zoning officer shall review all site plans and concur with the planning commission on matters requiring joint approval.

D. The zoning officer or designated official shall be responsible for the issuance of building permits.

1. No building or other structure shall be erected, added to, or structurally altered without a building permit therefor, issued by the zoning officer or designated official except in conformity with the provisions of this title.

2. Any person, partnership, firm or other association of persons acting as a unit who plans the construction or moving of any buildings within the town, shall apply to the zoning officer or designated official for a permit for such construction or moving.

3. Application for building permits shall be made to the zoning officer or designated official on forms prescribed by the town and completed by the applicant. The application must include a sketch indicating setbacks, lot size and dimensions of all new homes and additions. Such application forms shall be accompanied by a fee, the amount of which shall be based on the value of the building concerned according to Section 107 and the schedule in Table IA of the Uniform Building Code as adopted by the Town of Saratoga. Permit duration shall be as described in Section 106.4.4 of the UBC, 1997, Volume 1.

4. Prior to the building permit being issued, the water and sewer tap fees and the fee for the water meter must be purchased for all new home/commercial building construction.

5. A building permit will be required to relocate a house, mobile home, ~~trailer~~, or modular home within the town zoning jurisdiction including buffer zone.

E. 1. Upon the submission of a written request by the owner or his or her authorized agent at least seventy-two hours prior to the desired date of issuance, the zoning officer shall issue a certificate of occupancy for any building or structure, lot or land, existing and in use at the effective date of the ordinance codified in this title.

2. The building contractor will schedule the time and date with the zoning/assistant zoning officer for the inspection, with either the builder or new occupant providing transportation for the inspection on the date/time specified for the inspector and department of public works employee who at that time will inspect the water meter.

3. Application for certificate of occupancy shall be made to the zoning officer or designated official on forms prescribed by the town.

F. In addition, the zoning officer (or his or her deputy) shall have the following additional responsibilities:

1. Receive petitions for zone changes, special use permits, appeals and sign permits;
2. Prepare case files;
3. Prepare and have legal notice published;
4. File and maintain all records regarding certificate of occupancy, application and all actions, notes and minutes of the planning commission related to this title;
5. Prepare a written annual report on the budget year activities to the planning commission;
6. Attend all commission planning meetings. (Ord. 677, 2001; Ord. 399 § 1(328-53), 1980)

This ordinance shall be in full force and effect from and after its approval, passage and adoption.

_____ ON FIRST READING on the _____ day of _____, 2018

_____ ON SECOND READING on the _____ day of _____, 2018

_____ APPROVED AND ADOPTED ON THIRD READING this _____ day of _____ 2018

TOWN OF SARATOGA, WYOMING

MAYOR

ATTEST:

TOWN CLERK

ATTESTATION

I, Suzie Cox, the Town Clerk for the Town of Saratoga, Wyoming, do hereby certify that the above ordinance was duly and properly published or posted in the manner required by law.

TOWN CLERK