

Chapter 6.12

MOBILE AND MANUFACTURED HOMES AND MOBILE AND MANUFACTURED HOME PARKS³

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6.12.010 Definitions.

For the purpose of this chapter, the following terms have the meanings respectively ascribed to them in this section, unless from the particular context it clearly appears that some other meaning is intended:

A. "Access road" means a private road which does not extend beyond the boundaries of a mobile and manufactured home park and which provides the principal means of access to abutting individual spaces and auxiliary buildings;

B. CERTIFICATE OF APPROVAL – a document issued by the Building Official certifying a tiny house on chassis' compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy

C. CERTIFICATE OF OCCUPANCY – a document issued by the Building Official certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy

~~B~~ **D**. "Manufactured home" means a structure constructed on or after June 15, 1976, according to United States Department of Housing and Urban Development ("HUD") standards, transportable in one or more sections which, in the traveling mode, is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes plumbing, heating and electrical systems. "Manufactured home" shall also include any structure which meets all the requirements of this definition listed above, except the size requirements, and has a manufacturer certificate required by HUD that complies with HUD standards for a manufactured home;

~~C~~ **E**. "Mobile home" means a structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes plumbing, heating, and electrical systems;

~~D~~ **E**. "Mobile and manufactured home park" means any park, court, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodations for more than ~~three~~ **TWO** units that includes mobile homes and/or manufactured homes, **TINY HOUSES ON CHASSIS, AND/OR TINY HOUSES** and includes all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the park and its facilities. A mobile and manufactured home park does

not include lots on which unoccupied mobile or manufactured homes are parked for the purpose of inspection and sale;

E G. "Person" includes an individual, partnership, firm, company, corporation; whether tenant, owner, lessee, or licensee, or their heir or assign;

F H. "Play yard" means an area specifically set aside for the use of children, which area shall not be included within any mobile or manufactured home spaces;

G I. "Public street" means any street, road or highway of which the general public has the right of common enjoyment or which is publicly maintained;

H J. "Recreational vehicle" means a vehicle built on a single chassis that is four hundred square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light-duty truck, and is designed not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use;

I K. "Recreational vehicle park" means any park, court, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodation for recreational vehicles.

J L. "Space" means a plot of ground in a mobile and manufactured home park permitted on or after August 1, 2010, of not less than three thousand square feet of space designed for the location of at least two automobiles and only one unit. "Space" means a plot of ground of a mobile and manufactured home park permitted prior to August 1, 2010, of not less than one thousand eight hundred square feet designed for the location of at least one automobile and only one unit;

M. "TINY HOUSE" MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND PLACED ON A PERMANENT FOUNDATION.

N. "TINY HOUSE ON CHASSIS" MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND IS ON A CHASSIS WITH OR WITHOUT WHEELS.

K. O "Unit" means a mobile home, or a manufactured home, **OR A TINY HOUSE OR TINY HOUSE ON CHASSIS.**

6.12.020 Enforcement. SHARE

The provisions of this chapter shall be enforced by the municipal building official, who shall be appointed by the municipal administrator for such term and subject to such conditions and such rates of compensation as the municipal administrator directs. No permit or certificate of occupancy **OR CERTIFICATE OF APPROVAL** shall be issued for a mobile and manufactured home park or mobile or manufactured home **OR TINY HOUSE OR TINY HOUSE ON CHASSIS** unless the plans and facilities comply with the provisions of this chapter. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.020.)

6.12.030 Permits required. SHARE

No land shall be used for a mobile or manufactured home park or recreational vehicle park unless a permit is issued by the municipal building official under the terms of this chapter.

It is unlawful for any person, firm or corporation to operate, manage or maintain any mobile or manufactured home park or recreational vehicle park within the city and borough without a permit authorizing the operation of such park.

IT IS UNLAWFUL FOR ANY PERSON, FIRM, OR CORPORATION TO PLACE OR ADD ONTO A MOBILE OR MANUFACTURED HOME OR TINY HOUSE ON A CHASSIS WITHOUT A PERMIT AUTHORIZING THE PLACEMENT OF, OR ADDITION TO, SUCH UNIT.

6.12.040 Mobile and manufactured home park permit—Application material required.



A complete plot plan and the following supplementary material shall be submitted to the municipal building official and the planning department, as well as the planning commission, when appropriate, for review and approval prior to the issuance of a mobile and manufactured home park permit:

- A. Applicant's name, address and legal interest in the property;
- B. Area and dimensions of the tract of land and land uses within one hundred feet;
- C. Legal description of perimeter;
- D. Engineering plans and specifications for the proposed mobile and manufactured home park. These shall include:
 - 1. Number, location and size of all spaces;

2. Location, width and surfacing of roadways, off-street parking and walkways;
3. Location and size of any existing or proposed buildings and structures within the mobile and manufactured home park;
4. Methods and plans of domestic and fire protection water supply, surface drainage and erosion control, sewage disposal, electrical supply and garbage disposal;
5. Location of the permanent monuments required in Section [6.12.050](#); and
6. Location and mapping of any portion of the property located within a federal flood hazard area according to the Flood Insurance Rate Map.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [82-507](#) § 4 (part), 1982; B.C.S. § 8.08.040.)

6.12.050 Existing mobile and manufactured home parks permitted before August 1, 2010—Design requirements.



A. There shall be at least one permanent monument located within the boundaries of each mobile and manufactured home park, preferably at one of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section [6.12.040](#).

B. ~~Mobile and manufactured homes,~~ **UNITS** shall be parked **OR CONSTRUCTED** in spaces so that a fifteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No mobile or manufactured home, **TINY HOUSE ON CHASSIS, OR TINY HOUSE** shall be placed nearer than twenty-five feet to any highway or arterial street.

C. Play yards shall be at least one hundred square feet per unit. The play yards shall be located so that no mobile or manufactured home is more than five hundred feet from a play yard.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [82-520](#) § 4 (part), 1982; Ord. [82-507](#) § 4 (part), 1982; B.C.S. § 8.08.050.)

6.12.055 New mobile and manufactured home parks permitted on or after August 1, 2010—Design requirements.



A. There shall be one permanent monument located at each of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section [6.12.040](#).

B. Units shall be parked in spaces so that an eighteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No unit shall be placed nearer than twenty feet to any highway or arterial street, unless the adjacent highway or arterial street is greater than eighty feet in width, in which case no unit shall be placed nearer than ten feet. The park owner or agent shall be responsible for the proper location of each unit and shall be signatory to the required permit application.

C. A mobile and manufactured home park shall have at least one play yard that shall contain a minimum of two thousand square feet, or two hundred square feet per unit, whichever is greater. The play yards shall be located so that no unit is more than five hundred feet from a play yard.

(Ord. [10-10](#) § 4 (part), 2010.)

6.12.058 New and existing mobile and manufactured home parks—Design requirements.



A. Access roads for each unit shall have a minimum width of twenty feet to which every unit shall have direct access. Such roads shall be well maintained all-weather roads. Direct access from any public street or right-of-way to any unit within a mobile and manufactured home park shall not be permitted. Not more than two driveway entrances spaced not less than one hundred feet apart shall be permitted.

B. No major changes or alterations shall be made to any part of the mobile and manufactured home park as outlined in an approved plan without approval by the municipal building official.

C. Mobile and manufactured home spaces, **TINY HOUSE ON CHASSIS SPACES, OR TINY HOUSE SPACES** to be located within any portion of a flood hazard area shall comply with National Flood Insurance Program requirements. The fact that the space is located within a flood hazard area shall be disclosed to the occupant along with any information such as alternate access.

(Ord. [10-10](#) § 4 (part), 2010.)

6.12.060 Recreational vehicle parks— Design requirements.



A permit shall be issued for a recreational vehicle park upon a showing by the applicant that the design requirements established by the city administrator have been fully complied with. (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.060.)

6.12.070 Granting or rejection of permits. SHARE

Whenever the application shows that the proposed mobile and manufactured home park or installation is in conformity with the provisions of this chapter and any applicable zoning and health regulations, the municipal building official shall issue a permit; otherwise the application shall be rejected and the municipal building official shall state in writing the reason for such rejection. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.070.)

6.12.080 Appeals. SHARE

Any person feeling aggrieved by a rejection of an application for a permit or certificate of occupancy may file an appeal in the manner provided in Section [6.12.100](#). (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.080.)

6.12.100 Permit—Revocation. SHARE

Any violation of the conditions of the permit or certificate of occupancy will be grounds for revocation of the permit and/or certificate of occupancy, by administrative action of the city and borough building official. Any such revocation may be appealed to the planning commission of the city and borough, who shall hold a hearing on such appeal and make recommendations as to the disposition thereof to the city and borough assembly. The city and borough assembly shall make final disposition of any such appeal. (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.100.)

6.12.110 Sanitary and health regulations. SHARE

All sanitary, health, and fire regulations, state and local, shall be met, and violations thereof shall be grounds for revocation of the permit, ~~and~~ certificate of occupancy, **OR CERTIFICATE OF APPROVAL** subject to the same appeal procedure as provided in Section [6.12.080](#). (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.110.)

6.12.130 Mobile and manufactured home park—Register of occupants. SHARE

Mobile and manufactured home park operators shall keep a register of the occupants of mobile and manufactured home park spaces. This register shall be given to the planning department. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.130.)

6.12.135 Mobile and manufactured home park—Registered owner's agent required.



Each mobile and manufactured home park owner shall designate a Sitka resident as the owner's agent. The agent shall be empowered to act on the owner's behalf on matters pertaining to park management and maintenance. Contact information for the designated agent shall be given to the planning department. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004.)

6.12.140 Mobile and manufactured home—Uses—Permit.



Except where a unit is located on a residential lot and lawfully used as a single-family dwelling, no unit shall be used as a place of business or as a place of habitation or stand in the open on any land more than thirty days without first obtaining the permit required in Section [6.12.070](#). (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.140.)

6.12.160 Mobile and manufactured home park—Numbering spaces required.



Owners of mobile and manufactured home parks shall clearly number each space serially. The space numbers shall be a minimum of six inches high and clearly visible from the access road. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.160.)

6.12.180 Reserved.



Reserved. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: Ord. [78-348](#) § 4, 1978.)

6.12.190 Use as residence or sleeping quarters.



A. No mobile home, manufactured home, recreational vehicle, or other motor vehicle, **OR TINY HOUSE ON CHASSIS, OR TINY HOUSE** shall be used as a residence or sleeping quarters unless:

1. Such unit or vehicle has a designated spot within a mobile and manufactured home park, recreational vehicle park or other area specifically designated by the chief of police; or
2. Such **UNIT OR** vehicle has a permanent spot on other private property, its placement on such property as a residence meets all zoning requirements, and such vehicle meets the standard size requirements and sanitation requirements of a residence under the Sitka General Code.

3. IN THE CASE OF A TINY HOUSE ON CHASSIS, THE UNIT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE AS LOCALLY ADOPTED AND AMENDED, HAS BEEN INSPECTED AS REQUIRED BY THE INTERANTIONAL RESIDENTIAL CODE , AND HAS BEEN ISSUED A CERTIFICATE OF APPROVAL BY THE BUILDING OFFICIAL. A CERTIFICATE OF APPROVAL IS VALID ONLY FOR THE SPECIFIC LOCATION AT WHICH THE UNIT HAS BEEN INSTALLED AND INSPECTED.

4. IN THE CASE OF A TINY HOUSE, THE UNIT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE AS LOCALLY ADOPTED AND AMENDED, HAS BEEN INSPECTED AS REQUIRED BY THE INTERANTIONAL RESIDENTIAL CODE, AND HAS BEEN ISSUED A CERTIFICATE OF OCCUPANCY BY THE BUILDING OFFICIAL.

B. Except as provided in Section [6.12.210](#), a recreational vehicle may be used as a temporary but not as a permanent residence, and shall not be occupied for a period of more than one hundred eighty days within a twelve-month period on a single property.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [97-1452](#) § 4, 1997; Ord. [80-436](#) § 3, 1980.)

6.12.200 Construction requirements.



The following provisions shall apply as of August 1, 2010, to all mobile or manufactured homes, regardless of whether they are located in a mobile and manufactured home park, unless otherwise provided:

A. ~~Prior to August 1, 2010, A~~dditions to units in mobile and manufactured home parks shall be limited to sixteen feet in height. ~~On or after August 1, 2010, additions to any units, regardless if in a mobile and manufactured home park, shall be limited to fourteen feet and one story in height.~~ Height shall be measured as defined in Title [22](#).

B. Foundation systems shall be approved by the municipal building official. When available, the installation instructions provided by the manufacturer shall be used to determine permissible points of support for vertical loads and points of attachment for anchorage systems used to resist horizontal and uplift forces.

C. All units shall be anchored to resist horizontal and uplift forces in an approved manner. The anchoring system shall be inspected and approved prior to connection of water and sewer utilities.

D. Skirting shall be required around the complete perimeter of all installations. Skirting shall be of pressure-treated plywood with a minimum of three-eighths-inch thickness, rated siding, metal panels or other approved, weather-resistant material. Skirting shall be provided with an access door and foundation ventilation in accordance with the requirements of the International Residential Code. A minimum six-mil vapor retarder shall be installed on the ground within the skirted area.

E. All additions and interior renovations shall be subject to the provisions of the International Residential Code. Additions to units within a mobile and manufactured home park shall only be permitted with the written approval of the mobile and manufactured home park owner or agent.

F. Accessory buildings in excess of one hundred twenty square feet shall require a building permit and must be located in compliance with the setback requirements of Section [6.12.050](#)(B).

G. The number of required automobile parking spots shall be in compliance with Section [6.12.010](#)(J).

(Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004.)

6.12.205 CONSTRUCTION REQUIREMENTS FOR TINY HOUSES ON CHASSIS AND TINY HOUSES

A. TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL BE LIMITED TO 16 FEET IN HEIGHT. HEIGHT SHALL BE MEASURED AS DEFINED IN TITLE 22.

B. ALL UNITS SHALL BE ANCHORED TO RESIST HORIZONTAL AND UPLIFT FORCES IN AN APPROVED MANNER. THE ANCHORING SYSTEM SHALL BE INSPECTED AND APPROVED PRIOR TO CONNECTION OF WATER AND SEWER UTILITIES.

C. SKIRTING SHALL BE REQUIRED AROUND THE COMPLETE PERIMETER OF ALL INSTALLATIONS OF TINY HOUSES ON CHASSIS. SKIRTING SHALL BE OF PRESSURE-TREATED PLYWOOD WITH A MINIMUM OF THREE-EIGHTHS-INCH THICKNESS, RATED SIDING, METAL PANELS OR OTHER APPROVED, WEATHER-RESISTANT MATERIAL. SKIRTING SHALL BE PROVIDED WITH AN ACCESS DOOR AND FOUNDATION VENTILATION IN ACCORDANCE WITH THE REQUIREMENTS OF THE INTERNATIONAL RESIDENTIAL CODE. A MINIMUM SIX-MIL VAPOR RETARDER SHALL BE INSTALLED ON THE GROUND WITHIN THE SKIRTED AREA.

D. ALL ADDITIONS AND INTERIOR RENOVATIONS SHALL BE SUBJECT TO THE PROVISIONS OF THE INTERNATIONAL RESIDENTIAL CODE. INTALLATION OF, OR ADDITIONS TO, UNITS WITHIN A

MOBILE AND MANUFACTURED HOME PARK SHALL ONLY BE PERMITTED WITH THE WRITTEN APPROVAL OF THE MOBILE AND MANUFACTURED HOME PARK OWNER OR AGENT.

E. TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL BE CONSTRUCTED IN SITKA UNDER A BUILDING PERMIT AND BE SUBJECT TO INSPECTION DURING CONSTRUCTION.

EXCEPTION: A TINY HOUSE ON CHASSIS CONSTRUCTED OUTSIDE OF SITKA MAY BE USED AS A RESIDENCE OR SLEEPING QUARTERS IF THE APPLICANT CAN DEMONSTRATE TO THE SATISFACTION OF THE BUILDING OFFICIAL THAT IT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE.

F. IN THE INTEREST OF PROVIDING DURABLE AFFORDABLE HOUSING, TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL:

1. NOT EMPLOY ORIENTED STRAND BOARD OR SIMILAR RESIN/WOODSHARD OR WOOD PARTICLE SHEETING MATERIALS IN ANY STRUCTURAL BUILDING COMPONENT,

2. HAVE ROOFS A MINIMUM 2 IN 12 PITCH AND EMPLOY AS ROOFING MATERIALS SHINGLES OR METAL ROOFING (NO ROLLED ROOFING),

3. EMPLOY WOOD, CEMENT BOARD, OR METAL SIDING (NO VINYL OR PLASTIC SIDING).

G. A TINY HOUSE ON CHASSIS OR TINY HOUSE IS LIMITED TO A MAXIMUM SIZE OF 400 SQUARE FEET FLOOR AREA INCLUDING ALL ADDITIONS AND APPURTENANCES, AND NOT INCLUDING LOFTS.

6.12.210 Existing structures.



A. Any mobile and manufactured homes located in Sitka prior to August 1, 2010, shall be allowed to remain in Sitka, and any legal use or occupancy of that structure as of August 1, 2010, shall be allowed to continue, unless such continued use or occupancy is dangerous to life, health and safety.

B. No mobile home located in Sitka prior to August 1, 2010, shall be allowed to be relocated to a mobile and manufactured home park permitted on or after August 1, 2010.

C. The following structures shall not be allowed in Sitka on or after August 1, 2010:

1. Any mobile home manufactured before June 15, 1976, and not located in Sitka prior to August 1, 2010; and
2. Any structure similar to a mobile home that is not a HUD-compliant structure, and not located in Sitka prior to August 1, 2010.

(Ord. [10-10](#) § 4 (part), 2010.)

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