

**SANTA CRUZ COUNTY PLANNING DEPARTMENT ADMINISTRATIVE GUIDELINES
FOR REGULATING MOBILEHOME PARKS**

Interpretation No.: MOBILEHOMES-01 (Mobile homes: Regulatory authority)
Effective Date: 9/07/09
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Question:

What are the responsibilities of County of Santa Cruz regarding the regulation of mobile home parks?

Applicable Ordinance Sections: 13.10.684 “Mobile Home Parks;” 13.10.552 “Schedule of off-street parking space requirements;” 12.10.330 “Permit Issuance”; 12.10.355 “Inspections.” Also referenced: State of California information bulletin 2008-10 (MP); State of California “Mobile Home or Recreational Vehicle Park Government Approval Sheet (NA0-20); Mobilehome Parks Act, Health and Safety Code 18200 – 18700; Mobilehome Park Regulations – CA Code of Regulations, Title 25, Div 1 Chapter 2 Section 1000.

INTERPRETATION:

1) State jurisdiction

For the following projects in Mobile Home or RV Parks, the California Department of Housing and Community Development (HCD) is the sole permitting agency:

- New or replacement mobile homes/manufactured homes on existing spaces
- Electrical or plumbing repairs to the above structures
- Additions – whether manufactured or “stick-built” -- to mobile homes /manufactured homes
- Internal adjustments of boundary lines defining Mobile Home spaces (written consent also is required from any affected mobile home owner)
- New or replacement utility lines for mobile homes
- Top dressing, slurry sealing, resurfacing or restriping parking areas and streets, if not reducing the total number of parking spaces
- Accessibility requirements for existing parking areas for group or commercial facilities used by park residents
- Interior signs intended primarily for use by Mobile Home residents or park personnel

2) State jurisdiction with County of Santa Cruz review when requested by State

The state alone issues building permits for these projects. However, when a possible local impact is anticipated, the state requires local approval prior to permit issuance. When local approval is required, the applicant submits a “Mobilehome or Recreational Vehicle Park Government Agency Approval” form for County of Santa Cruz review. The County’s representative can authorize the state to approve the project after the applicant has applied for and received the requisite local permits.

- New or relocated permanent (“stick-built”) buildings used by mobile home residents, park managers or other park-affiliated personnel, such as recreation buildings, offices, laundry rooms, workshops, storage sheds, cabanas. (Routine additions, remodels, replacements, and electrical/plumbing/mechanical changes to such structures are largely minor and handled by the state without local referral.)

Mobile Home Park reconstruction not affecting number of spaces for units or parking
New or modified swimming pools used by Mobile Home residents, managers or other park-affiliated personnel
Walls and fences not along public streets
Site improvements such as outdoor barbeques, play structures, and retaining walls

NOTE: At any time staff is made aware that projects under 1 and 2 above are inconsistent with the use permit of the mobile home park or with riparian, grading, or other environmental ordinances, the action should be reviewed by Planning with County Counsel.

3) State and County review

These projects require review and permits from both the State and the County:

New Mobile Home Parks
Change in the number of Mobile Home spaces in an existing park
Change in the perimeter boundaries of the park
Major reconfiguration of the boundary lines of mobile home spaces, open space, or parking areas of the mobile home park from those approved in its use permit
Conversion of an existing Mobile Home Park to individually owned parcels
Relocating or reconfiguring park access from adjoining streets

4) County review

Projects requiring County review:

Reduction in the overall number of parking spaces (Exception: parking modifications solely to meet accessibility requirements)

These projects require building, discretionary or other permits only from the County:

New, expanded or remodeled permanent (“stick-built”) buildings not for park use, such as:

- Dwelling units that are not used by Mobile Home residents or park personnel
- Recreation facilities, pool cabanas and swimming pools not for the primary use of Mobile Home residents or park personnel
- Storage structures, garages or workshops not for the primary use of Mobile Home residents or park personnel
- Offices, laundry rooms or related structures not for the primary use of Mobile Home residents or park personnel

Additions, remodels, re-roofs and electrical/plumbing/mechanical changes to recreation rooms, cabanas, swimming pools, storage structures, garages, workshops, offices, laundry rooms or related permanent structures not for the primary use of Mobile Home residents or park personnel

Walls and fences along public streets

Parking requirements for individual park lots when replacing mobile home with new coach

Identification or name signs for Mobile Home Park sites, such as entrance signs

Sources:

Most of the foregoing is based on State of California information bulletin 2008-10 and on the indicated County of Santa Cruz ordinances.

Regarding parking regulation, the bulletin confirms the authority of the County to regulate the number of spaces in a park. The County also regulates the location of spaces pursuant to its authority to regulate parking under Section 18300 of the California Health & Safety Code. The County's parking certification procedure prevents a reduction in the number of parking spaces when mobile homes are replaced.

Tom Burns, Planning Director

Date