

CITY OF MANOR, TEXAS

ORDINANCE NO. 551

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANOR, TEXAS BY ADDING ARTICLE 4.10, TO CHAPTER 4, BUSINESS REGULATIONS, ESTABLISHING REQUIREMENTS AND PROCEDURES FOR THE DEVELOPMENT AND CONSTRUCTION OF NEW RECREATIONAL VEHICLE PARKS; PROVIDING FOR THE EXPANSION, IMPROVEMENT, OR MODIFICATION OF EXISTING RECREATIONAL VEHICLE PARKS; PROVIDING FOR DEFINITIONS; PROVIDING FOR THE MANAGEMENT AND OPERATION OF RECREATIONAL VEHICLE PARKS; PROVIDING A PENALTY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR AN OPEN MEETINGS CLAUSE; AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City of Manor desires to adopt requirements and procedures for the development and construction of new recreational vehicle parks; for the expansion, improvement, or modification of existing recreational vehicle parks; and for the management and operation of recreational vehicle parks;

WHEREAS, the City Council of the City of Manor, Texas (the "City Council") has determined that the proposed provisions are reasonable and necessary to more effectively regulate recreational vehicle parks.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Code of Ordinance. The City Council hereby amends Chapter 4, Business Regulations, of the City of Manor Code of Ordinances to add a new *Article 4.10, Recreational Vehicle Parks* section to read as follows:

ARTICLE 4.10 RECREATIONAL VEHICLE PARKS

Sec. 4.10.001 Purpose and Intent

(a) Provision is hereby made for the development, construction, enlargement, reconstruction or improvement of recreational vehicle parks within the City. A development designed as a recreational vehicle park shall meet all requirements of this article and any applicable sections of the City's subdivision ordinance in Article 10.02.

(b) The requirements for recreational vehicle parks are established for the protection of the public health, safety and welfare, and for the following purposes:

- (1) To provide adequate space and site diversification for temporary recreational occupancy and to accommodate the needs and requirements of recreational vehicles.
- (2) To protect against pollution, environmental hazards and other objectionable influences.

- (3) To make adequate provisions for vehicular and pedestrian circulation.
- (4) To promote occupancy densities appropriate to and compatible with existing and proposed support facilities.
- (5) To promote the most desirable use of land and direction of building development, to promote stability of development, to protect the character of neighborhoods, to conserve the value of land and buildings, and to protect and improve the City's tax base.

Sec. 4.10.002 Definitions

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning.

Building permit means a written document issued by the City authorizing the construction, modification, or expansion of a recreational vehicle park structure. Buildings, fences, site utilities or other structures authorized in a building permit shall meet the International Building Code as adopted and the standards in this article.

Buffer means open spaces, landscaped areas, fences, walls, berms, or any combination thereof, which are used to physically and visually separate one use or property from an abutting property in order to mitigate the impacts of noise, light, or other nuisance.

Bufferyard means a designated strip of land upon which a buffer is installed.

Camping trailer means a portable unit mounted on wheels and constructed of collapsible partial side walls which fold for towing by another vehicle and unfold to provide temporary living quarters for recreational or camping use.

Dependent recreational vehicle means an RV that is dependent upon a service building for toilet and lavatory facilities, such as a pop-up camper.

Full service park means a park with service buildings to provide for the electrical, water, and sewer needs of camping trailers and dependent recreational vehicles at some or all of the parking pad sites.

Licensee (operator) means any person licensed to operate and maintain a recreational vehicle park under the provisions of this article.

Motor home means a vehicular unit designed to provide temporary living quarters for recreational, camping, or travel use built on and permanently attached to a self-propelled motor vehicle chassis or on a chassis cab or van which is an integral part of the completed vehicle.

Operator's license means a written document issued by the City allowing a person to operate and maintain a recreational vehicle park under the provisions of this article.

Partial service park means a park with any combination of the services listed in this section for full service parks. Partial service parks may not be permitted to host one or more types of RVs, depending on which services are offered.

Recreational vehicle, RV means a unit which contains facilities or equipment either for sleeping or temporary living quarters, or both, and which has its own motive power or is designed to be mounted on or towed by another motor vehicle. The term "recreational vehicle" includes, but is not limited to, a motor home, truck camper, travel trailer and camping trailer; provided, however, that a recreational vehicle does not include a boat, a mobile home, or a manufactured home.

Recreational vehicle park, RV park means any lot, tract or parcel of land used in whole or part to provide facilities or accommodations for two (2) or more recreational vehicles used by transients as living or sleeping quarters for the periods of time authorized in this article, and with or without compensation.

Recreational vehicle park development permit means a written document issued by the City authorizing a person to plan, develop, and construct a recreational vehicle park. This permit is required to be approved prior to the issuance of any building permits.

Sanitary station or dump facility means a facility used for removing and disposing of wastes from “dependent” or “self-contained” recreational vehicle holding tanks.

Self-contained recreational vehicle means an RV which can operate independently of connections to sewer, water, and electric systems, which contains a water-flushed toilet, lavatory, shower and kitchen sink, all of which are connected to water storage and sewage holding tanks located within the RV.

Service building means a structure housing toilets, lavatories, showers and other facilities as may be required by this article.

Service sink means a slop sink with a slush rim for the disposal of liquid wastes from “dependent” or “self-contained” recreational vehicles.

Travel trailer means a vehicular portable structure on a permanent chassis, without motive power, designed by the manufacturer to be towed by another vehicle and used as a temporary dwelling for recreational, camping or travel use.

Truck camper means a portable structure designed to fit over or slide into the bed of a standard pickup truck for transport and to be used as a temporary dwelling for recreational or camping use.

Sec. 4.10.003 Nonconforming parks; requirements for existing parks

(a) Recreational vehicle parks operating lawfully prior to the effective date of this article, but which do not conform to the regulations contained herein may continue to operate. Provided, however, that no such park can be expanded or enlarged, and that no such park can be rebuilt or continued after abandonment or discontinuance of use for more than ninety (90) days, except in full conformity with this article. Any services or utilities added to such a park must be constructed and maintained in conformance with this article.

(b) The owner or operator of an existing park must ensure that the following requirements are met:

- (1) No RV shall be parked closer to the perimeter property line than ten feet (10').
- (2) No RV shall be parked closer to any permanent building or access road than ten feet (10').
- (3) A minimum of fifteen feet (15') of clear space shall be maintained between all recreational vehicles in the park.
- (4) The placement of all vehicles does not impede or block the passage of emergency vehicles at any time.
- (5) A site on or off of the park shall be designated as the office, and all documents related to the operation and management of the park shall be maintained at this site. An off-site location shall be approved by the City Manager and all of the documents and files shall be available for inspection upon two hours' notice during regular business hours.

(A) If the office is located off-site, a current registration list of persons authorized to have an RV in the park must be kept on-site and be available to emergency and law enforcement personnel at all times.

(6) The operator license requirements of Section 4.10.006(f).

Sec. 4.10.004 Occupancy

(a) Use as permanent residence. Recreational vehicles shall not be used as residences, nor connected to City utilities as permanent dwellings, except that any RV being used as a residence at the time of adoption of this article may continue as a nonconforming use per the nonconforming use provisions of Article 3.05 - Manufactured Housing.

(b) Length of occupancy in recreational vehicle park. In general, occupancy in a licensed, approved RV park shall be limited to thirty (30) consecutive days, and ninety (90) days cumulative in any one (1) year period.

(1) Self-contained RVs staying in parks where no sanitary dump site is provided on the premises shall be limited to occupancy of ten (10) days in any four (4) month period.

(2) Dependent trailers may not stay in any RV park where service buildings are not provided at the ratio indicated in this article.

(c) Exceptions.

(1) At each permitted or approved recreational vehicle park, one (1) recreational vehicle may be hooked up to City utilities and used as a residence for a night watchman, caretaker, park manager or host. Under this subsection, a qualifying vehicle is one that:

(A) In the traveling mode, does not require a special highway permit;

(B) Is less than eight (8) feet in width;

(C) Is less than forty (40) feet in length exclusive of pulling or towing equipment;

(D) Has a minimum area of one hundred twenty (120) square feet;

(E) When placed on location, has all of the amenities, facilities, and capabilities of a manufactured home; and

(F) Complies with standards of NFPA 501-C, or ANSI standards for the construction of travel trailers which were in effect at the time the travel trailer was constructed.

(2) Such recreational vehicle shall be submetered for water and electricity and any required deposits, hook-up fees or other related costs for connection or disconnection, as well as the monthly usage, shall be paid by the owner or operator of the recreational vehicle park.

Sec. 4.10.005 Park design and operational requirements

(a) Design standards and physical requirements. The requirements in this section are general requirements. For detailed requirements for the permitting, construction, and enlargement of recreational vehicle parks, see [section 4.10.007](#).

(b) RV park size.

(1) Minimum size of site. No recreational vehicle park shall be located on a site of less than two (2) contiguous acres.

- (2) Maximum size of site. No recreational vehicle park site shall exceed ten (10) contiguous acres.
- (c) Service buildings and grounds. A central service building containing the necessary toilet and other plumbing fixtures of the number and type specified in this article shall be maintained in recreational vehicle parks which provide sites for dependent recreational vehicles.
- (1) Service buildings shall be conveniently located within a radius of approximately 300 feet to the spaces to be served.
 - (2) One service sink shall be provided per service building.
 - (3) Service buildings housing sanitation facilities, if provided, shall be permanent structures complying with all applicable provisions of this Code, City ordinances, local adopted fire code and state statutes regulating buildings, electrical installations and plumbing and sanitation systems.
 - (4) The service buildings shall be constructed of durable, moisture-proof, scrubbable material, which may include painted woodwork, which will permit repeated cleaning and washing. The floors of the service buildings shall be of water-impervious material.
 - (5) Buffer zone. All RV parks shall provide a landscaped bufferyard on all borders to adjoining properties and shall include an eight (8) foot tall opaque fence or wall on all borders. Bufferyard widths shall equal or exceed the setback requirements of Chapter 14, Exhibit A, Article II, Section 20(j).
 - (6) Bufferyard additional landscaping. Bufferyards to adjoining properties shall at a minimum have 2 large trees, 3 small trees, and 12 shrubs per 100 linear foot of the property. Street frontage landscaping shall conform to the provisions of Article 3.09.003(c) (4). All other landscaping shall conform to the provisions of Article 3.09.
 - (7) No recreational vehicle space shall be placed closer to the perimeter fence than ten feet (10'). If the adjoining property has been or is currently zoned for single-family residential use, no recreational vehicle space shall be placed within twenty feet (20') of the perimeter fence.
 - (8) No recreational vehicle space shall be placed closer to any permanent building or access street, internal or external, than ten feet (10').
 - (9) Lighting. All common buildings and access thereto shall be well lit both inside and out during the night hours and the lighting design shall be in conformance with [Article 3.11](#), Outdoor Lighting.
- (d) RV Park Density.
- (1) Spaces. The maximum site density for RV parks shall be 20 spaces per acre, where only the recreational vehicle is permitted per recreational vehicle space.
 - (2) Area. Each recreational vehicle space shall have a minimum area of 1,750 square feet that is a minimum of 25 feet wide consisting of the following:
 - (A) An RV parking pad measuring no less than 10 feet in width by 24 feet in depth constructed of concrete, gravel, asphalt, crushed rock, or similar material; and each parking pad shall be separated by at least 15 feet of clearance from any adjacent recreational vehicles on all sides with sliders, steps or other features or accessories fully extended; and
 - (B) A minimum of one off-street parking space for a vehicle that is not the recreational vehicle.

(3) Accessory Structures. Individual RV spaces are not allowed to have accessory structures, such as awnings, cabanas, carports, garages, porches, storage sheds, etc. Recreational vehicles with factory installed extensions such as expandable spaces or awnings are allowed in the park.

(e) Site identification. All sites shall be permanently marked and identified by name, number, or letter. The permanent marker identifying the space must be visible day and night from the internal private roadway. Numbers shall be a minimum four (4) inches in height on a contrasting background.

(f) Design and Maintenance of Sanitary Facilities. Design and maintenance of the sanitary facilities shall be in accordance with the following:

(1) Buildings shall be well lit at all times, day or night, well ventilated with screened openings, and constructed of moisture-proof material to permit rapid and satisfactory cleaning, scouring and washing.

(2) The floors shall be of concrete or other impervious material, elevated not less than four inches above grade, and each room shall be provided with floor drains.

(3) Toilet and bathing facilities shall be in separate rooms or each toilet provided in a community toilet house shall be partitioned apart from any other toilet in the same room. The floor surface around the commode shall not drain into the shower floor.

(4) Toilet floors and walls shall be of impervious material, painted white or a light color, and be kept clean at all times. Shower stalls shall be made of tile, plaster, cement or some other impervious material and shall be kept clean at all times. Shower stalls shall be partitioned in any manner as to provide privacy and promote cleanliness. If a shower stall is of some impervious material other than tile, cement or plaster, it shall be white or some light color and kept clean at all times.

(5) The floor of any bathroom, other than the shower stall, shall be of some impervious material, and the walls of the bathroom, other than the shower stall, shall be made of washable surface, kept clean at all times.

(g) Number and type of sanitary facilities. Each calculation shall be rounded up to the next nearest whole number, where a minimum of at least one fixture is required. Facilities for males and females shall be separate and located within a permitted building.

(1) Toilets/stalls.

(A) Women: One (1) toilet for every ten sites or fraction thereof, two (2) minimum.

(B) Men: One (1) toilet and one (1) urinal for every 20 sites or fraction thereof, (1) each minimum.

(2) Lavatories. One (1) lavatory per toilet room minimum, with one lavatory per every two stalls.

(3) Showers. One shower facility shall be provided for every twenty sites or fraction thereof, with a minimum of two (2).

(4) Accessibility. Accessible facilities and services shall be provided as required by state and federal regulations. An accessibility check, if required, must be completed prior to the issuance of any building permits for the project.

(5) Submission of information. The method used and the required number of fixtures must be clearly indicated in the development application documents.

(h) RV Park Access and Circulation.

(1) The entrance of the internal private roadway shall have a pavement width of 30 feet with adequate curb radius and shall have at least one direct connection to a paved public street. If 30 or more RV spaces are provided, two connections to a paved public street are required.

(2) The internal private roadway shall have a pavement width of 25 feet in accordance with City specifications, and shall consist of concrete or asphalt. The roadway may be 15 feet in width if it is designed for one-way roads as long as there is a minimum of 25 feet of unobstructed clearance, and a minimum of 60 feet in turning area and radii, to permit the free movement of emergency vehicles. All roadways must maintain a minimum of fourteen (14) feet of clear vertical space above the drive surface.

(3) No dead-end streets are allowed unless a cul-de-sac is installed in accordance to City specifications.

(4) Each recreational vehicle space shall have direct access to the interior private roadway and shall be constructed of concrete, gravel, asphalt, crushed limestone, or similar material that controls or reduces dust.

(i) Required facilities. Each RV park shall install and maintain the following facilities:

(1) Office. An office for the park manager and a publicly available telephone which shall be accessible for emergency use 24 hours a day, seven days a week.

(2) Laundry and Maintenance Facilities. A laundry and maintenance building shall be included in the site design.

(3) Off-Street Parking. Each RV park shall provide a common guest parking lot consisting of one parking space for every five recreational vehicle spaces.

(j) Availability of records. Copies of all records pertaining to the management and supervision of the park, as well as all rules and regulations of the park, shall be stored in the office. All records, rules and regulations shall be available for inspection by law enforcement officers, public health and other officials whose duties necessitate acquisition of the information contained therein.

(k) Operational requirements.

(1) Operator's license required; fee. It shall be unlawful for any person to operate a recreational vehicle park within the City without a recreational vehicle park operator's license pursuant to section 4.10.006(f). A person employed to operate a recreational vehicle park shall:

(A) Obtain a RV park operator license;

(B) Pay the fees applicable to the operator license in the fee schedule in Appendix A of this Code of Ordinances; and

(C) Ensure the license certificate is posted in a conspicuous location in the park office or on the premises of the recreational vehicle park at all times.

(2) Registration of recreational vehicles. Prior to allowing a recreational vehicle to be placed within a recreational vehicle park, the owner or his agent shall cause such recreational vehicle to be registered on a check-in/check-out list. The list shall include the name and permanent address of the owner or occupant of the vehicle, and a description of the make, model and license of the recreational vehicle, the length of stay, the location of the vehicle in the park by site identification, the condition of the

recreational vehicle and the number of occupants. Such list shall be kept in the offices of the park.

(3) Park rules and regulations. It is the duty of the owner, agent, representative or manager to prescribe rules and regulations for the management of the park, to make adequate provisions for the enforcement of such rules and to subscribe to all subsequent rules and regulations which may be adopted for the management of such park. Copies of all such rules and regulations shall be furnished to the City and to guests of the recreational vehicle park. In addition thereto, it is the duty of the owner, agent, representative or manager to comply strictly with the following:

- (A) Provide for regular inspection of the water and sanitary conveniences and maintain all utilities and services in a safe and operational manner;
- (B) Provide for the collection and removal of garbage and waste material;
- (C) Provide for the concealment or storage of unsightly material or used vehicles of any kind;
- (D) Not allow any recreational vehicle, travel trailer or other structure not in compliance with this article to be or remain in the park; and
- (E) Not allow, suffer or permit any person to occupy any lot, plot or parcel for sleeping, eating and living purposes other than for recreational purposes for periods of time not to exceed the duration set forth in this article, with exceptions thereto.
- (F) Use of bottled gas or liquefied petroleum gas. Bottled gas for cooking purposes shall not be used at individual recreational vehicles or travel trailer lots unless the containers are properly connected by copper or other approved tubing. Bottled gas cylinders shall be securely fastened in place. Bottled gas shall be located on a recreational vehicle or travel trailer, and outside such vehicle, in compliance with state regulations. State and local regulations applicable to the handling of bottled gas and fuel oil must be followed.
- (G) Outdoor cooking fires. Outdoor fires for cooking are permitted as long as they are contained in an approved structure or fixture designated for that purpose and are attended at all times.

(4) Maintenance.

- (A) All grounds in the RV park shall be:
 - (i) Paved, covered with stone, rock, or other similar solid material, or protected with vegetative cover that is capable of preventing soil erosion and eliminating dust; and
 - (ii) Maintained free of accumulation of high grass, weeds, debris, and heavy undergrowth and free from insect, rodent, and snake harborage or the breeding of flies, mosquitoes or other pests. This requirement does not apply to the required bufferyard, which should be allowed to fill in with natural vegetation over time.
 - (iii) RV spaces shall be maintained free of accumulation of debris.
- (B) The owner or operator of a recreational vehicle park shall maintain all service buildings, fixtures, and equipment in a clean and sanitary condition and in a state of good repair.

(C) Recreational vehicle operators and occupants have an obligation to observe all recreational vehicle park rules as well as the nuisance regulations of the City and any state or federal statutes related to the operation, use, or occupancy of a recreational vehicle. The park operator shall provide a copy of the City's nuisance regulations to the occupants of the park. The nuisance regulations shall be enforced by park management.

(5) Rodent and vector control.

(A) The park owner or operator shall implement a rodent and vector control program covering the entire park premises with a schedule calling for extermination treatments a minimum of once every six months and for procedures to identify and control rodents and vectors. The extermination treatments shall be conducted in a manner and utilize chemicals acceptable to the City.

(B) A code enforcement officer may inspect RV park sites and facilities a minimum of once every six months for compliance with this section. At the time of the inspection, the inspector shall be provided with documents verifying the extermination treatments have occurred within the preceding six-month period and that the park has administered its program to identify and control rodents and vectors.

(C) The presentation of a service receipt from a professional licensed pest control contractor will satisfy the requirement for timely extermination treatments. If the owner or operator conducts the extermination treatment without using a professional exterminator, the owner or operator shall request certification from the Austin/Travis County Health and Human Services Department at the time the extermination occurs and furnish the code enforcement officer with documents sufficient to show that the extermination treatment has been accomplished in a compliant manner.

(D) It is unlawful for any person to fail to have the necessary rodent and vector extermination conducted in accordance herewith, and it is also unlawful to fail to present to the code enforcement officer upon request the necessary verification of such effective extermination or fail to allow the required entry to the premises.

(6) Failure to comply. Failure to comply with the operational requirements shall be cause for revocation or nonrenewal of the operator's license.

(1) Utilities.

(1) Connection to utilities required. Where available, all recreational vehicles shall be properly connected to an approved water, sewer and electrical system in accordance with City regulations and subject to all applicable ordinances, rules and regulations of the City.

(2) Drainage. The ground surface in all parts of the RV park shall be graded and designed to drain all stormwater and surface water in a safe, efficient manner. A stormwater management plan is required in conformance with Article 6.06, Erosion and Sedimentation Control.

(3) Electrical System. All common buildings and RV spaces shall be provided with a connection to the electrical system, which shall be installed underground in accordance with the most currently adopted National Electric Code (NEC). The electrical system shall be installed as follows:

- (A) A master electric meter shall be installed to serve the RV park. Sub-metering or remetering for private purposes by the owner/operator of the RV park is permitted however sub-metering or remetering of individual RV spaces for public purposes, as determined by the City, such as meter reading and utility billing of individual RV spaces is not permitted.
 - (B) Each Recreational Vehicle space shall conform to the latest adopted NEC Article 551 and 552.
 - (C) The location of all underground lines shall be clearly marked by surface signs at approved intervals.
 - (D) Power supply to each space shall be in accordance with NEC 551.71(E). Outlets (receptacles or pressure connectors) shall be housed in an Underwriters' Laboratories, Inc., approved weatherproof outlet box.
 - (E) A watertight seal shall be provided for underground conduit in floodplain installations and a riser extending a minimum of two feet above the floodplain elevation shall be provided.
 - (F) The owner of the park shall be responsible for the payment of the electric bill and all deposits, disconnection and other applicable fees to the electric service provider.
- (4) Water System. All common buildings and RV spaces shall be provided with a connection to an approved water system. The City must approve all proposed water facility plans prior to construction. The water distribution system shall be designed as follows:
- (A) A master water meter shall be installed to serve the RV park. Sub-metering or remetering of individual RV spaces for public purposes, such as meter reading and utility billing of individual RV spaces, is prohibited.
 - (B) A reduced pressure principle backflow preventer is required to be placed at the lot line on the discharge side of the master meter. In addition, a backflow preventer must be placed at each of the connections for each RV space and located on the right side of the space.
 - (C) Water riser service branch lines shall extend at least four inches above ground elevation. The branch line shall be at least 3/4-inch.
 - (D) Adequate provisions shall be made to protect service lines, valves and riser pipes from freezing. Surface drainage shall be diverted from the location of utility connections at each space.
 - (E) A shut-off valve below the frost line shall be provided on each branch line.
 - (F) The park owner or operator shall have complete maintenance responsibility for the water system within the RV park.
 - (G) The water service provider has no maintenance responsibility for service lines within the RV park. The responsibility of the water service provider stops at the lot line.
 - (H) All hose bibs shall have backflow protection.
- (5) Fire Protection.

- (A) The RV park shall conform to City requirements for fire protection water distribution systems so as to provide adequate water flow for fire protection in the park.
- (B) Each RV space shall be within 500 feet of a fire hydrant. If an approved water system is not available, the owner/operator shall install and maintain an above ground on-site water storage system, as approved by the Fire Code Official that has a minimum capacity of 20,000 gallons, if one does not already exist on-site. The pond or container shall be filled at all times and be connected to a dry hydrant. The dry hydrant shall have a standard four-inch connection or other such size as approved by the Fire Chief and be installed in a location that is accessible to emergency vehicles.
- (C) Open fires may be allowed, but only in a manner and within a container approved by the Fire Chief. Cooking fires shall conform to Section 4.10.007(k)(4)(G) of this Article.
- (6) Wastewater System. All common buildings and RV spaces shall be provided with a connection to the City wastewater system in accordance with City Ordinances. If the City wastewater system is not available, then a permit from Travis County shall be obtained prior to placement of an on-site sewage facility. The City must approve all proposed wastewater facility plans prior to construction. The wastewater collection system shall be installed as follows:
- (A) Each RV space shall be provided with a four-inch diameter threaded wastewater riser with cap and shall extend above grade four to six inches. The wastewater riser pipe shall be so located on each stand so that the wastewater connection to the RV drain outlet will approximate a vertical position. Each inlet shall be provided with a gas-tight seal when connected to a recreational vehicle or have a gas-tight seal plug when not in service.
- (B) The wastewater connection to each RV space shall consist of a single four-inch service line without any branch lines, fittings, or connections. All joints shall be watertight.
- (C) Surface drainage shall be diverted away from the riser. The rim of the riser pipe shall extend at least four to six inches above the ground elevation.
- (D) Each collection wastewater line shall provide a vent extending a minimum of 10 feet in height.
- (E) The park owner or operator shall have complete maintenance responsibility for the wastewater system within the RV park.
- (F) The responsibility of the City stops at the sample well site at the property line with a public right-of-way or public utility easement.
- (G) Each RV park shall have a sample well site at the lot line, where connection to the City wastewater system is made. The sample well site shall be installed according to City specifications.
- (H) Discharge of black or gray water. Self-contained recreational vehicles shall not discharge black or gray water at any location other than at an approved sanitary or dump station. If the recreational vehicle park where the RV is located does not have a site, the park operator shall post the location of the nearest site at each park service facility or RV space within the park and given to each self-contained RV as it is registered. Any infraction of this subsection shall be treated

as a violation of the City's nuisance ordinance and/or the state's illegal dumping statutes.

(7) Garbage service.

(A) Central container unit. Each recreational vehicle park licensee shall comply with all of the trash and garbage collection regulations of the City.

(B) Collection. The park operator shall maintain one account for garbage collection services. Garbage collection services to the park are subject to the City's schedule of rates and terms. The park owner and operator is responsible for the payment of garbage collection services fees.

Sec. 4.10.006 Park development permit; permitted uses; park operator's license; fees

(a) Permitted uses.

(1) Only one recreational vehicle may be placed on each approved pad site, regardless of the type or size of vehicle or site. Auxiliary vehicles such as the tow vehicle, ATVs, etc., may be parked at the site provided that circulation and setback requirements are not violated.

(2) No accessory structures shall be placed on any site within the RV park except at the site designated for the permanent residence for the operator or host for the sole use of the operator or host.

(3) Recreational, sanitary and/or commercial facilities designed for exclusive use of the occupants of the recreational vehicle park.

(4) One single-family dwelling unit for use as the owner's or manager's residence, or a permanently located recreational vehicle meeting the requirements indicated for permanent residence. This dwelling shall have setbacks of 25 feet minimum to any other site.

(b) Development permit, building permits and operator's license required. It shall be unlawful for any person to construct or enlarge a recreational vehicle park within the corporate limits of the City without having first obtained a site development permit, building permits, and an operator's license. A person seeking an authorization under this section shall contact the Fire Marshall for information on the required fire code reviews.

(c) Application for development permit. Any person desiring to construct, modify or enlarge a recreational vehicle park shall file a written application with the City Manager. Such application shall be submitted on a form provided by the City and shall include the following:

(1) Name and address of the applicant;

(2) A site plan containing the following information:

(A) The area and dimensions of the tract of land to be developed, with identification of location and boundaries;

(B) Buffer zones, general setbacks, and screening or fencing types and location;

(C) The number, location, and size of all recreational vehicle spaces;

(D) The maximum size of RV to be accommodated at each site and the type of services to be provided at each site;

(E) Location, width, and specifications of driveways, roadways, and walkways;

(F) The location and specifications of water lines, sewer lines, and riser pipes;

- (G) Location, number, and type of sanitary facilities and the proportion of each to the proposed occupancy of the park;
 - (H) Locations and details of lighting, electrical, and gas systems;
 - (I) Locations and specifications of all buildings to be constructed by the operator;
 - (J) Existing and proposed topography and drainage of the recreational vehicle park;
 - (K) Location of fire mains, including size and materials, the hydrants and any other equipment which may be provided; and
 - (L) Such other information as City Manager or designee may require.
- (d) Expansion or Modification of Existing RV Parks.
- (1) Re-review Required. Any enlargement (e.g., size of property or additional RV spaces, etc.) or modification of site layout of an existing RV park shall require a re-review and approval as if it were a new application.
 - (2) Existing Facilities Brought Into Conformance. No enlargement or extensions to any RV park shall be permitted unless the existing facility is made to conform to all the requirements for new construction in conformance with this Section.
- (e) Building permits. Building permits shall be obtained prior to the start of construction of any buildings, amenities or services for which permits are required per the current edition of the International Building Code. Building permit procedures and fees shall be as set out in the Code of Ordinances of the City. At the City's discretion, permits may be issued for all or part of the construction, depending on the phasing and timing of the project.
- (f) Operator's license. In addition to the development permit for the park installation, a license to operate must also be obtained. This initial license shall be valid for no more than one year from the date the park is open for recreational vehicles, or is occupied by the host or operator. The park development application may be submitted and approved without the license information, but no occupancy or use of the park shall be allowed until the license information is reviewed and approved. The license is subject to renewal each year by January 31. The following information is required for the license to be granted:
- (1) The name and address of the person who will be in charge of the daily operations of the proposed park.
 - (2) A plan or schedule indicating the identification number, letter or name of each site, the size of each site, and the type of services to be provided at each site and in the park in general, and the type, maximum size, and maximum number of recreational vehicles the proposed park is intended to host.
 - (3) An emergency evacuation and notification plan.
 - (4) A sample of the proposed guest registry.
 - (5) Evidence that all utilities have been connected and inspected and are operational.
- (g) Expiration of development permit; notice of denial of permit. If construction has not begun on the recreational vehicle park within one hundred eighty (180) days from the date of approval of the permit, the permit shall be void and of no force and effect.
- (h) Standards of construction. No permit shall be granted under this article unless all plans and specifications for the proposed recreational vehicle park are in conformity with all building, plumbing and electrical codes, and other applicable ordinances in effect and

adopted by the City at the time application is made for a permit, and all work performed under permits issued pursuant to this article shall likewise conform to such other ordinances.

Sec. 4.10.007 Inspections

(a) The City Manager or designee, City utility department representatives, Fire Marshal or other officials are authorized and directed to make such inspections as are necessary to enforce the provisions of this article.

(b) City personnel authorized to make inspections shall have the power to enter at reasonable times upon any private or public property to inspect and investigate conditions relating to this article.

(c) City personnel may, in the performance of inspection duties, review the register of the residents of the recreational vehicle park.

(d) The recreational vehicle park operator shall allow access to the park by authorized City personnel at all reasonable times to carry out required duties.

Sec. 4.10.008 Fees

The park development permit, building permit, operator license, other authorizations, inspections and other activities described in this chapter are subject to the fee schedule I Appendix A of the Code of Ordinances.

Sec. 4.10.009 Violations; penalty; suspension of park operator's license

(a) Penalty. Any person who shall violate any of the provisions of this article or the technical codes adopted herein, or shall fail to comply therewith, or with any of the requirements thereof, within the city limits, shall be deemed guilty of an offense and shall be liable for a fine not to exceed the amounts set forth in [section 1.01.009](#) of the Code of Ordinances. Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.

(b) Suspensions.

(1) Notice. Whenever, upon inspection of any RV park, the Building Official finds that conditions or practices exist which are violation of any provision of this section applicable to such park, the Building Official shall provide notice in writing to the owner/operator, and if such conditions or practices have not been corrected in the timeframe set forth in the notice, the Building Official will suspend the RV park license and give notice of such suspension.

(2) Cessation of Operations. Upon suspension of the RV park license, the owner/operator shall cease operation of the RV park.

(3) Appeal. The suspension of the license may be appealed to the Board of Adjustment as set out in [Ch. 14, Exhibit A, Article IV, Section 72\(d\)](#), Appeals.

Sec. 4.10.010 Abandonment of park site

(a) Notice. Prior to the abandonment of a recreational vehicle park, proper notice must be given to the City Utility Department to facilitate the proper removal of utility connections.

(b) Securing of abandoned utility connections. All abandoned utility connections shall be secured in a manner which will protect the City's utility system and the public health, safety, and welfare. The owner or operator of the recreational vehicle park shall have the secured

abandoned utility connections inspected by the City. Refund of municipal utility deposits shall be contingent upon passing such inspection, and subject to any other City ordinances affecting refund of utility deposits. All costs for securing abandoned utility connections shall be borne by the owner of the recreational vehicle park.

Secs. 4.10.011-4.10.040 Reserved

Section 3. Repealing all Conflicting Ordinances. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted herein are hereby amended to the extent of such conflict or inconsistency. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City of Manor, the terms and provisions of this ordinance shall control.

Section 4. Savings Clause. This City Council of the City of Manor, Texas hereby declares that if any section, subsection, paragraph, sentence, clause, phrase, work or portion of this ordinance is declared invalid, or unconstitutional, by a court of competent jurisdiction, that, in such event that it would have passed and ordained any and all remaining portions of this ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to make no portion of this Ordinance dependent upon the validity of any portion thereof, and that all said remaining portions shall continue in full force and effect.

Section 5. Severability. If any provision of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance was considered was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

Section 7. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Texas Local Government Code.

PASSED AND APPROVED THIS the 18th day of September 2019.

THE CITY OF MANOR, TEXAS

Rita G. Jonse, Mayor

ATTEST:

Lluvia T. Almaraz, City Secretary