

## **Section 5-80**

### **MANUFACTURED HOME RETIREMENT PARKS**

#### **5-80.1 – Purpose.**

*This section establishes standards and criteria for the development of Manufactured Home Retirement Parks. These standards are provided to ensure uniform, coordinated development of such facilities and to ensure the general health, welfare and safety of the occupants that may reside in a park developed under these standards. It is intended that these regulations shall ensure that such communities are located designed and developed so as to provide:*

- *a desirable residential environment for retirees which provides housing alternatives:*
  - *maintaining independent living options for a maturing population*
  - *which reduces resident’s burdens of property maintenance*
  - *which preserves open space*
- *compatibility with the surrounding land uses*
- *protection from potentially adverse neighboring influences*
- *protection of adjacent residential properties*
- *adequate access for vehicular traffic*

*The future expansion of, or addition to mobile/manufactured home parks is not permitted*

*Such parks shall be self contained entities and the administration, management and maintenance/ repair/ reconstruction of the park including, but not limited to:*

- *trash removal*
- *storm water management system*
- *sewers and water lines*
- *sidewalks*
- *access and interior drives/roadways (including snow and ice removal)*

*shall be the responsibility of the park owner or association, and not the City of Westfield.*

#### **5-80.2 - Process.**

1. *Such a development requires a Special Permit issued by the City Council*
2. *Such a development also requires a Site Plan Approval, which shall also be issued by the City Council, in conjunction with the aforementioned Special Permit*
3. *Once filed, Applications shall be referred by the City Council to the Planning Board, Conservation Commission, City Engineer, Water Department, Department of Public Works, Board of Health and any other departments/boards/commission or agencies that it deems necessary, for their review and comment. Failure of said boards/departments/ commissions/agencies to respond to the City Council within 45 days of their referral shall be deemed their lack of opposition thereto.*
4. *Such a development also requires a permit from the Board of Health under Westfield Code of Ordinances Article III, Mobile Homes.*
5. *In the case where there is a conflict or inconsistency between a requirement under this Zoning Ordinance and Article III of the Code of Ordinances, the more restrictive shall apply.*
6. *All applications shall include detailed construction plans for all infrastructure and utility improvements.*
7. *All applicants shall include a copy of the proposed park’s rules and regulations for its tenants. These rules and regulations are required to be signed by each unit owner/occupant. Said rules shall include, but are not limited to:*
  - *pets*
  - *conditions for resale of homes*
  - *rules requiring the upkeep of the lawns and general appearance of each home and site*
  - *long-term maintenance provisions for the park*
8. *All applications shall include a Development Impact Statement which details the probable effects of said development on the following aspects of concern to the city:*

- a. *increases in volumes, circulation and nature of vehicular traffic*
  - b. *demand on public utilities, including costs*
  - c. *tax revenue and economic impacts*
  - d. *change in surface drainage and storm water run-off*
  - e. *impact on groundwater and, where applicable, aquifers*
  - f. *harmony and compatibility with character of surrounding area*
9. *Once approved, each park is required to keep a written register, subject to inspection by the city, containing the make, year, serial number and dimensions of each manufactured home, and the names of the occupants thereof.*

### **5-80.3 - Permitted Uses.**

1. *Only manufactured homes (not vacation trailers or other recreational vehicles) shall be accommodated in a manufactured home retirement park.*
2. *Manufactured Homes (Housing) are defined in 780 CMR*
3. *The manufactured homes are for single family occupancy only.*
4. *All manufactured homes must be owner/occupied (as his/her/their primary residence) by at least one person who is at least 55 years of age or older (within the meaning of M.G.L. chapt. 151B, sect. 4(6)). In the event of the death of the qualifying owner/occupant(s) of a unit, or foreclosure or other involuntary transfer of a unit, the remaining occupants of the unit shall be allowed to continue to reside in the unit, for a period not to exceed one year, to allow for the transfer of the unit to another eligible owner/occupant.*
5. *One administrative structure for the purposes of park management, maintenance equipment storage, and site leasing and unit sales.*
6. *One common building for park resident's use for laundry, washroom, recreation rooms, communal dining area, day care*
7. *Model units are not permitted*
8. *Overnight parking of heavy commercial vehicles (i.e. semi-tractors, semi-trailers, dump trucks, equipment trailers, backhoes, etc.) is prohibited in parks and on individual sites.*

### **5-80.4 - Site Plan.**

*The following must be included in addition to the regular Site Plan Approval requirements*

1. *clearly delineated unit sites w/dimensions*
2. *landscaping plan*
3. *all fencing/screening/buffers*
4. *drives, sidewalks, pathways*
5. *signage (park and directional)*
6. *solid waste and screening*
7. *all facilities, utilities, improvements and amenities*
8. *common open space*
9. *common active recreation area*
10. *maintenance plan for all common areas, landscaping, open space/recreational areas, private drives*
11. *required statements on Plans*
  - a. *"The sites contained in this park shall be for the purpose of the lease of manufactured home sites only"*
  - b. *"The access roadways and utilities in this park are private drives and utilities and not city streets and utilities. The maintenance (including snow and ice removal), repairs and reconstruction of such private drives and utilities shall be the sole responsibility of the park owners and residents."*

### **5-80.5 - Requirements.**

1. *Entire Park*
  - a. *Must have a minimum of 50 acres*
  - b. *Maximum overall density: 3.5 units/acre*
  - c. *No park shall have more than 250 individual manufactured home units*

- d. *Min. common open space - 50% (not utilized for common/park administration buildings or uses, individual home sites, drives, soft shoulders or parking areas)*
- e. *200 sq. ft. of common active recreation area/unit (not less than 2500 sq. ft.) to be included in min. common open space*
- f. *the boundaries/perimeter of each site shall be clearly delineated with permanent markers*
- g. *20' wide paved private drives, with a 10' soft shoulder on each side to accommodate sidewalks and snow plowing, which meet minimum subdivision design/construction standards*
- h. *5' wide sidewalks*
- i. *street lighting*
- j. *street and directional signs*
- k. *one park identification sign (not to exceed 24 sq. ft. in size or 4' in height) at each point of egress onto a city street.*
- l. *all utilities placed underground, and must meet minimum subdivision design/construction standards*
- m. *park perimeter buffer screen with 6' high solid fence with a min. 25' (50' where it abuts a public way) wide landscape (trees, shrubs, groundcover) strip along park side of fence (on street side when abutting a public street) (trees min. 30' o.c.). The requirement for a fence may be waived when it is demonstrated that a buffer strip with an increased width and denser plantings can provide a year round visual obstruction both to and from abutting properties.*
- n. *Said buffer shall be planted, may be included as part of the minimum common open space, but shall not be included as a part of any individual home sites, and shall not include any uses, parking, drives, soft shoulders or structures.*
- o. *storm water drainage retained on site, and must meet minimum subdivision design/construction standards*
- p. *park dumpsters screened w/6' high solid fence*
- q. *paved guest/common parking areas (1 space/4 units) located in the soft shoulder and evenly distributed throughout the park.*
- r. *max. common/admin. bldg height – 35'*

2. *Individual Manufactured Home Sites*

- a. *each individual site shall contain at least 5000 sq. ft., including outdoor living area*
- b. *no portion of the private drives, soft shoulders, drainage system, common open space, buffers, quest/common parking, or common administration area shall be included as part of any individual home site.*
- c. *min. site width - 50'*
- d. *min. site depth –100'*
- e. *max. site coverage of 60% (includes structures, paving, parking)*
- f. *minimum side yard setback of 10' and minimum rear yard setback of 15' (includes all structures, overhangs, canopies, decks, etc.) (12/15/05)*
- g. *min. front yard setback of 20'*
- h. *max. bldg. height – 25'*
- i. *each manufactured home must be connected to a public or common water supply and a public sewerage system. It should be noted that public water and/or public sewer may not be available to all areas or proposed locations.*
- j. *2 shade trees within the front yard setback area of each site, which must be maintained at all times*
- k. *structure must be placed on foundations, or skirting (similar in appearance to materials used for permanent foundations or the siding on the structure) must be placed around entire perimeter of structure*
- l. *mechanical and electrical equipment (incl. heating, ventilation and air conditioning units) shall be screened from the view of abutting sites and properties*
- m. *2 paved on-site parking spaces/site*
- n. *all site areas not covered by structures, parking or walkways shall be landscaped and maintained in a neat and orderly condition.*
- o. *A max. of 200 sq. ft. of the site may be used for outdoor storage provided:*
  - *it is located to the rear of the manufactured home, and*
  - *it is screened from the view of abutting sites and property with a fence or plantings*

(06/28/02)