

JEFFERSON COUNTY INFRASTRUCTURE REQUIREMENTS FOR MANUFACTURED HOME RENTAL COMMUNITIES

1. Authority

These Regulations are and shall be deemed to be an exercise of power of the Commissioners Court, Jefferson County, Texas, over "county business" as conferred upon it by Chapter 232 of Texas Local Government Code 232.007, Chapter 341 and 343 of the Texas Health and Safety Code and TCEQ Rules in 30 TAC Chapters 210, 285, 290, 305, 317 related to water and sewer facilities. All authority specifically provided to Jefferson County by, or agreed to between Jefferson County and other local, state and/or federal agencies shall be applied to the fullest extent. Specific permitting requirements are subject to interlocal agreements relating to the Extraterritorial Jurisdictions (ETJs) between Jefferson County and the incorporated cities.

2. Definitions

Existing Manufactured Home Rental Community A Manufactured Home Rental Community that was permitted prior to the effective date of this Order.

Manufactured Home Rental Community A plot or tract of land that is separated into two or more spaces or lots that are rented, leased, or offered for rent or lease, for a term of less than 60 months without a purchase option, for the installation of manufactured homes for use and occupancy as transient dwelling units or residences such as, Recreational Vehicles (RVs), Park Model RVs, Mobile Homes, and/or any other rental community housing unit regardless of name, in any mix or combination.

Manufactured Home Rental Community Space or Lot (Space) A plot of land within a Manufactured Home Rental Community designed for the accommodation of one recreational vehicle or other manufactured home rental community defined housing units.

Manufactured Home A structure, transportable in one or more sections, which is built on a chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include "Recreational Vehicle".

Recreational Vehicle A vehicle which is (i) built on a single chassis; (ii) 400 square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently towable by a light duty truck or other vehicle; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. Includes any of the following:

1. **CAMPING TRAILER.** A folding structure mounted on wheels and designed for travel, recreation, and vacation use.
2. **MOTOR HOME.** A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
3. **PICKUP COACH.** A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation.

4. TRAVEL TRAILER. A vehicular structure built on a chassis with body width not to exceed eight feet and body length less than 46 feet, that structure designed to be transported and intended for human occupancy as a dwelling for short periods of time and containing limited or no kitchen or bathroom facilities.

Other Definitions Other definitions found in any rules providing authority for this rule shall be adopted by reference as if contained in this rule.

3. Fee Schedule

The fee has been established by the County to defray all costs associated with, but not limited to, the review, inspection, and filing of Infrastructure Development Plan and documents associated with the development, or any part thereof. The fee for submittal of an Infrastructure Development Plan shall be \$200.00 plus \$10.00 per Rental Space.

4. Other Permits and Applicable Regulations

Persons developing Rental Communities should be aware that this order is not the exclusive law or regulation controlling development in Jefferson County. The following is only a partial list of other permits or regulations that may apply.

- a) A development permit issued by Jefferson County Environmental Control will be required for all permanent structures in the Manufactured Home Rental Community. , All permanent structures within the Manufactured Home Rental Community shall be elevated or otherwise floodproofed as required by the Jefferson County Flood Damage Prevention Order.
- b) All Manufactured Home Rental Communities are subject to regulations of general applicability, including public health nuisances under Chapter 341 and 343 of the Texas Health and Safety Code.
- c) In the event that On-Site Sewage Facilities (OSSF) are planned, an OSSF permit from Environmental Control will be required if the estimated sewage flow does not exceed 5,000 gallons per day (GPD).
- d) Texas Commission on Environmental Quality (TCEQ) permits will be required for planned OSSF systems with flows that exceeds 5,000 GPD.
- e) The site development permit to begin construction, shall be accompanied by written approvals from the following, as applicable:
 - Local Drainage District
 - Local Water District
 - Local Emergency Services District
 - Entergy
 - TXDOT
 - TCEQ Permits
- f) All Manufactured Home Rental Communities within the ETJ of an incorporated city may also be subject to City regulations, or as per any mutually agreed upon regulations as approved and accepted under an interlocal cooperation agreement.

- g) Other Jefferson County regulations and standards including but not limited to, the Jefferson County Flood Damage Prevention Order and Jefferson County Driveway standards set forth by each Precinct.
- h) Once operational, any Manufactured Home or Recreational Vehicle located in a Flood Hazard area within a Manufactured Home Rental Community, shall follow the Jefferson County Flood Prevention Order including but not limited to:
 - 1. Separate permitting along with the submittal of an elevation certificate is required for each Manufactured Home. Elevation of Manufactured Homes to meet requirements in 5.6 of this Order.
 - 2. All Recreation Vehicles within the Manufactured Home Rental Community shall also meet the requirements in the Flood Prevention Order. Owner shall keep a Log onsite to document requirements of 5.2-4 (i) in the Flood Prevention Order.

5. Manufactured Home Rental Community Application Requirements

5.1 Infrastructure Development Plan

A property owner/developer wishing to create a Manufactured Home Rental Community or expand/modify an Existing Manufactured Home Rental Community in the unincorporated areas of Jefferson County shall submit an Infrastructure Development Plan (IDP) to both the County Engineer and the Director of Environmental Control for review and approval. Once the IDP and plans for the OSSF are approved, the County can issue a Development Permit for construction for the facility and release temporary power. The IDP shall be compiled by an Engineer to a standard engineering scale and detail all proposed improvements. It shall show proposed improvements and illustrate compliance with the regulations herein.

At a minimum the IDP shall include:

- A Site Plan;
- Drainage Information;
- Site Road Information
- Utility Information
- Floodplain information
- Screening information
- Trash and Waste Collection and Disposal Information

5.2 Site Plan Requirements

The IDP shall include a site plan identifying the proposed Manufactured Home Rental Community boundaries and any significant feature of the community, including the proposed location of manufactured home rental community spaces, all common use structures/facilities (i.e. office, laundry/shower facilities, pools, pool buildings, dumpsters), utility or drainage easements and dedication of Rights-of Way.

- a) General Survey and Site Layout Information - The IDP site plan shall include:
 - 1. Boundary lines and total acreage of the Manufactured Home Rental Community Site.

2. The size and layout of Lots/Spaces within the proposed Site.
 3. The minimum size of Lots/Spaces. Note that no more than one (1) manufactured home shall be located on each lot/space.
 4. Location and layout of all proposed site facilities, i.e. pools, offices, laundry facilities, etc.
 5. Elevation contours at no less detail than one half-foot (0.5') intervals.
- b) Utility or drainage easements if required by Jefferson County or other entity.
 1. Location of all proposed utility easements including water well sanitary easements/buffers.
 2. Minimum utility easement fifteen (15) feet.
 3. Drainage easements shall be of sufficient width to accommodate the size ditch necessary to carry the design capacity of the ditch, plus adequate width for access and maintenance.
 - c) Names of adjoining owners of property contiguous to the proposed facility.
 - d) Name, address and phone number of the Surveyor and/or Engineer.
 - e) Name, address and phone number of the Owner or Applicant if not the Owner.
 - f) A vicinity map showing general location of site in relation to major roads, towns, cities or topographic features.
 - g) North arrow, scale and date.
 - h) Boundary lines of any incorporated City and the limit of the ETJ of any City that crosses into the site.

5.3 Drainage Information

- a) Drainage Plan Drawings - The IDP shall include site drainage plan drawing(s) showing:
 1. All major existing drainage and topographic features on or adjacent to the property including all water courses, 100-year floodplain boundaries, floodway boundaries, ravines, swales, ditches, bridges, culverts, streams, rivers, ponds, lakes, or other surface water features.
 2. Location and size of all proposed drainage structures, including ditches, culverts, on-site retention and/or detention ponds and easements meeting the design criteria provided in this section. The IDP shall include all drainage calculations.
 3. Direction of anticipated flow of all drainage onto and from the Manufactured Home Rental Community Site.
- b) Drainage Plan Calculations - Calculations for design of proposed drainage facilities shall be included in the IDP and shall meet the following requirements:
 - 1) All internal site ditches and culverts shall be designed to convey a minimum 5-year storm unless more stringent designs are required by other reviewing entity.
 - 2) All computations shall be developed by a Texas Registered Professional Engineer to support all drainage designs. The methodologies shall be based upon commonly accepted engineering practices used within the area. These computations shall clearly demonstrate the drainage design for the proposed Manufactured Home Rental Community Site will not have a negative effect on properties either upstream or downstream of the proposed Site in its fully developed condition. Drainage improvements offsite from the proposed Site may be required to prevent any negative effects on other properties.

- 3) Stormwater runoff from the Manufactured Home Rental Community Site may not be released onto neighboring property or into any drainage ditch, swale easement, culvert or any such drainage facility associated with an existing road, whether public or private, at a rate greater than runoff from the property in an undeveloped condition.

5.4 Site Road Requirements

- a) Information in the IDP shall provide layout, lengths, widths and cross-sections of the proposed Site Roads and how they will connect to existing roads.
- b) All roads and streets shall be designed and constructed to withstand the impact of water being impounded adjacent to and flowing over the road or street so that fire and emergency service ingress/egress is not affected.
- c) All Site Roads shall be designed by a Texas Registered Professional Engineer.
- d) All Site roads shall be designed to accommodate Fire and Emergency vehicle ingress and egress and shall have a minimum standard design loading of 65,000 lbs.
- e) Site roads may be concrete, double course chip seal, asphalt or other engineered surface to accommodate Fire and Emergency vehicle ingress and egress.
- f) Dead end Site Roads shall be designed to accommodate Fire and Emergency vehicle maneuvering. Fire and Emergency vehicle turn arounds shall be a cul-de-sac with a minimum 50-foot radius or other approved turn around.
- g) Pavement design shall be performed utilizing soils tests to determine the existing soil strength.
- h) Minimum Site Road widths shall be 24 feet.
- i) Designs for facility access driveways onto a State or County Road shall be approved by the appropriate entity. This approval shall address the driveway and any associated culverts.
- j) Site access to a Manufactured Home Rental Community will not be allowed on Private Drives, Private Roads, Shared Access Easement or other non-public access ways.

5.5 Utility Information

1. The IDP shall show locations of all water distribution lines and sewer collection lines.
2. If public water and/or sewer is available, the proposed Manufactured Home Rental Community shall use the available public utilities if approved by the supplier.
3. The IDP shall identify the provider of water and sewer services if applicable.
4. If a Manufactured Home Rental Community proposes to supply water service from one well to more than fifteen (15) units, that Manufactured Home Rental Community shall be considered a Public Water System (PWS) and operation of the water utility shall be developed per TCEQ requirements.
5. Septic systems shall be designed and installed by a licensed professional. All on-site sewer facility designs shall be submitted to the Jefferson County Environmental Control Department for approval, permitting, and future maintenance inspections as required.
6. Development permits for New or Existing Manufactured Home Rental Communities shall only be issued upon either:
 - a. The approval of a proposed OSSF by Jefferson County Environmental Control;
 - b. Design of other water and/or sewer treatment facilities approved by the TCEQ; or
 - c. Proof of access to public utilities from the utility provider.

5.6 Floodplain Information – The IDP shall include information demonstrating compliance with the latest Jefferson County Flood Damage Prevention Order and the following:

1. The location of the floodplain shall be clearly marked on the site plan in the IDP.
2. No portion, what so ever, of a Manufactured Home Rental Community will be permitted to be constructed in a regulatory floodway or within drainage easements.
3. 3 Mobile homes in a rental community shall have the bottom of the frame one (1) foot above the BFE.

5.7 Screening

Screening of the Manufactured Home Rental Community is required on all sides and rear of the property by fencing or other permanent means. Screening will be required along the street frontage and shall be reviewed by the County Engineer and the Environmental Control Department. Screening shall not be placed in the ROW. No screening shall be allowed to obstruct a driver's line of vision for a reasonable distance from any street intersection or at an entrance or exit from the Manufactured Home Rental Community. Location and details of screening shall be provided in the IDP.

5.8 Trash and Waste Collection and Disposal

As noted above, all Manufactured Home Rental Communities are subject to regulations of general applicability, including public health nuisances under Chapter 341 and 343 of the Texas Health and Safety Code. The developer must address solid waste disposal, rodent/insect harboring, fly breeding and improper water disposal in accordance with these Chapters. The storage, collection and disposal of refuse in the Development shall be so conducted as to create no health hazards.

1. Refuse collection containers shall be provided in such a manner as to prevent containers from being tipped, to minimize spillage and container deterioration. The Operator shall keep the area around the refuse collection containers clean at all times.
2. All lodging & recreational vehicle park development shall be served by a public or commercial waste collection and disposal service that collects all trash and rubbish at least once weekly. It shall be a condition of occupancy that all tenants agree to be served by such service.
3. If the minimum container capacity is insufficient to accept 100% of the solid waste generated by the tenants of the Development, the Operator shall either increase the frequency of collection and disposal or increase the number of containers.
4. The Operator shall not allow any burning of garbage, or other disposal of garbage, except into the authorized containers. For the purposes of this section, dry materials that have been segregated and stored in a sanitary manner for recycling shall not be considered garbage.
5. The IDP shall identify location of dumpsters on the site. No dumpster shall be placed in any road right of way, floodway or drainage easement.

6. Existing Manufactured Home Rental Community Application Requirements

Existing Manufactured Home Rental Communities shall follow new Manufactured Home Rental Community Application Requirements herein and submit an IDP and permit applications when:

1. New facilities on the site are planned; or
2. New rental or lease spaces are planned to be added; or
3. A Manufactured Home Rental Community's infrastructure is substantially damaged or substantially improved (costs exceed 50% of the value of the Manufactured Rental Community, per Jefferson County Floodplain Order).

7. Dates and Conditions

- a) **Effective Date** - These regulations become effective upon adoption by Commissioner's Court.
- b) **IDP Review** – Not later than 60 days after the date the owner of a proposed manufactured home manufactured home rental community submits an IDP for approval, the County Engineer or other person designated by the Commissioner's Court shall approve or reject the IDP in writing. If the plan is rejected, the written rejection must specify the reasons for the rejection and the actions required for approval of the IDP. The failure to reject an IDP within the period prescribed constitutes approval of the plan. If the IDP is rejected, the period will be recalculated from the date such completed and additional materials are submitted.
- c) **IDP Expiration** - Approval of an IDP shall expire and be of no further force and effect in the event that construction of the facility has not commenced within twelve (12) months following permitting of the facilities by the Jefferson County Environmental Department.
- d) **Construction Date** - Construction of a proposed manufactured home rental community may not begin before the date the County Engineer or another person designated by the Commissioners Court approves the IDP and all permits from the Jefferson County Environmental Control are obtained.
- e) **Certificate of Compliance** - The Commissioners Court shall issue a certificate of compliance not later than the fifth business day after the date the Commissioners Court or the person designated by the Commissioner's Court receives written certification by the Owner's Engineer that construction of the infrastructure has been completed in compliance with the infrastructure development plan. County Engineering and Environmental Department employees shall be granted access to the site for visual observations at any time prior to the issuance of the Certificate of Compliance.
- f) **Utility Approvals** - A utility may not provide utility services, including water, sewer, gas, and electric services, to a manufactured home rental community subject to an IDP or to a manufactured home in the community unless the owner provides the utility with a copy of the certificate of compliance issued under Subsection (c). This subsection applies only to:
 1. A municipality that provides utility services;
 2. A municipally owned or municipally operated utility that provides utility services;
 3. A public utility that provides utility services;
 4. A nonprofit water supply or sewer service corporation organized and operating under Chapter 67 (Nonprofit Water Supply or Sewer Service Corporations), Water Code, that provides utility services;
 5. A county that provides utility services; and
 6. A special district or authority created by state law that provides utility services.

8. Severability

Should any portion of these rules be found, or held, to be illegal, unenforceable, or void, the remainder of these rules shall remain in full force and effect.