# CHAPTER 9 – MOBILE HOMES

## SECTION 9.00 MOBILE HOMES

### Section 9.01 Authority

This ordinance is adopted by the Town Board of the Town of West Point, Columbia County, Wisconsin, pursuant to the authority of Wis. Stats., Sec. 66.0435.

### Section 9.02 Definitions

For purposes of this ordinance:

(A) "Licensee" means any person licensed to operate and maintain a mobile home park under this section.

(B) "Licensing Authority" means the Town of West Point.

(C) "Park" means Mobile Home Park.

(D) "Person" means any natural individual, firm, trust, partnership, association or corporation.

(E) "Mobile Home" is that of which is, or was originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes any additions, attachments, annexes, foundations and appurtenances, including double wide mobile homes.

(F) "Nondependent Mobile Home" means a mobile home equipped with complete bath and toilet facilities, all furniture, cooking, heating, appliances and complete year-round facilities.

(G) "Unit" means a mobile home unit.

(H) "Mobile Home Park" means any plot or plots of ground upon which two or more units, occupied for dwelling or sleeping purposes are located, regardless of whether or not a charge is made for such accommodation.

(I) "Space" means a plot of ground within a mobile home park, designed for the accommodation of one mobile home unit.

### Section 9.03 Location of Mobile Homes Restricted

(A) Compliance. It shall be unlawful for any person to park, locate, or occupy any mobile home at any place in the Town of West Point except as provided herein.

(B) Temporary Parking. Emergency or temporary stopping or parking of mobile homes shall be permitted on any public highway for not longer than one hour, subject to any other laws, regulations or ordinances limiting the parking or stopping on any such public highway unless written approval is obtained from the Town Chairman.

(C) Storage. The parking of any unoccupied mobile home in a private garage, or in a rear yard, is permitted provided no living quarters shall be maintained or any business conducted in such mobile home while so parked or stored.

(D) Licensed Premises. To the end and purpose that the health and cleanliness of mobile home occupants and of the public generally may be preserved and not endangered, and further in the interest of the public welfare generally, the Town Board does hereby direct and provide that no mobile home shall be used, located or maintained for the purpose of human occupancy unless it is located in a licensed mobile home park, or unless a license for use, location or maintenance for such purpose outside of a licensed mobile home park has been obtained as hereinafter provided.

**Section 9.04 Mobile Home Parks**

(A) License. It shall be unlawful for any person to maintain or operate a mobile home park within the limits of the Town of West Point unless such person shall first obtain a license therefor from the town. Such license shall expire on the 31st day of December, but may be renewed pursuant to this ordinance for additional one year periods.

(B) Application. The application for a mobile home park license shall be filed together with the license fee by the applicant with the Town Clerk. The application shall set forth all information required by Section 66.0435(4), Wis. Stats., and any other applicable statute, and in addition shall set forth sufficient information and material so as to show that the proposed mobile home park plan and facilities in all respects comply with the requirements and provisions of Chapter SPS 326, Wisconsin Administrative Code, setting forth state rules for mobile home parks and the requirements and provisions of this ordinance and any other applicable ordinance or law.

(C) Renewal. License renewal applications shall be filed with the Town Clark and shall be accompanied by plans and specifications of any proposed alterations and construction in the mobile home park.

(D) Fee. Applications for original licenses and for renewals shall be accompanied by a license fee of $2.00 for each space, with a minimum of $25.00 for each mobile home park within its limits. Licenses may be transferred after approval of the application by the Town Board and upon payment of a fee of $10.00.

(E) Approval. The original license and renewals of licenses shall be issued by the Town Clerk after approval by the Town Board. The application shall not be approved by the Town Board until it has determined that all provisions of Section 66.0435, Wis. Stats., Chapter SPS 326 of the Wisconsin Administrative Code, and all provisions of this ordinance and of any other applicable law or ordinance have been fully complied with. The maximum number of mobile homes licensed to be parked or kept in a Mobile Home Park is limited to the number approved in the license. The number may not be increased unless the Town Board approves the increase in accordance with s. 9.04(F).

(F) Limitations.

(1) The Town Board shall approve, disapprove, or limit a request to license a new Mobile Home Park, to modify an existing Mobile Home Park license, or to increase the maximum number of mobile homes allowed by a Mobile Home Park license. The Plan Commission or the Town Board may schedule a public hearing on the request before taking action. In reaching its decision, the Town Board may consider, among other things:

a) Population. Additional population density.
b) Land Suitability. Possibility of use of particular land in a manner unsuitable to the land's characteristics.
c) Demands on Public Resources. Additional demands upon Town area parks, recreation areas, utility facilities and schools.
d) Traffic. Additional traffic and street use.
e) Effects on neighboring properties.
f) The general welfare of the Town.
g) History of compliance with this Chapter and other chapters of the Code of Ordinances.
h) The Town of West Point Comprehensive Plan

(2) In addition, the Town Board may limit the number of licenses for mobile home parks in any common school district, if the mobile home development would cause the school costs to increase above the state average or if an exceedingly difficult or impossible situation exists with regard to providing adequate and proper sewage disposal in the particular area.

(G) Management of Mobile Home Parks

(1) In every mobile home park there shall be located the office of the person in charge of the park and a copy of this ordinance shall at all times remain posted in such office.

(2) A park register shall be kept in the mobile home park office and shall show the names of all mobile home occupants, number of children of school age, dates of entrance and departures, state of legal residence of each occupant, license numbers of all mobile homes and towing vehicles and states of issuance, purposes of stay, place of last location, length of stay thereat and place of employment of each occupant.

(3) The licensee shall be responsible at all times to see that the mobile home park, its facilities and equipment remain clean, orderly and sanitary.

(H) Code Compliance. No mobile home shall be permitted to locate or remain in any licensed mobile home park unless such mobile home in all respects complies with the provisions of the State of Wisconsin Electrical, Plumbing, and Building Codes which codes are adopted and incorporated herein by reference and made a part hereof as if set forth in full herein and any and all plumbing, electrical, building, and other work or improvements on or at any mobile home park licensed or on any mobile home located in a licensed mobile home park shall be done in accordance with all requirements of the Department of Health and Social Services, and any other applicable ordinances or law.

*History Note: Section 9.04 amended 2/12/2026.*

## Section 9.05 Regulation of Mobile Homes Outside Mobile Home Parks – Licensing

(A) Mobile Homes Outside Licensed Mobile Home Parks. No mobile home shall be moved into, located or relocated for the purpose of human occupancy outside of a licensed mobile home park, except that this restriction shall not apply to mobile homes located outside of mobile home parks as of December 8, 1988 and, further, shall not prevent the location and occupation of one mobile home on any operating farm that has a full complement of farm buildings, when the occupant, or head of the occupant household, of such mobile home is employed in connection with the farm operation. No such mobile home shall be located closer to any highway than any nearby farm residence.

(B) Application. The occupant of any mobile home located outside a licensed mobile home park and any person desiring to locate or relocate a mobile home outside a licensed mobile home park shall file a license application with the Town Clerk. Any person desiring to locate or relocate a mobile home outside a

licensed mobile home park shall file said application and obtain said license prior to locating or relocating said mobile home outside a licensed mobile home park.

(C) Application Contents. The application shall state the applicant's name, place of last residence, reason for wishing to locate or relocate the mobile home in the Town of West Point, place and nature of employment of the applicant and of any other proposed occupant of the mobile home, names of all intended occupants, size and age of the mobile home, the size of the site where the mobile home is located or is to be relocated (which must be at least 5,000 square feet of space unoccupied by any other mobile home or dwelling unit), and a statement that all applicable rules and regulations of the Wisconsin Administrative Code SPS 326 and any other applicable ordinance or law, including those relating to private sewage disposal, shall have been complied with.

(D) Limitations. In no event shall more than one mobile home license be issued for any premises or site which is in the possession or control or ownership of the same person or persons and outside of a licensed mobile home park.

(E) Renewals. All licenses issued for any mobile home located outside of a licensed mobile home park shall expire on the 31st day of December of each year. Such licenses may be renewed for one year periods upon application and under the same conditions and terms as initial license may be granted and issued under this ordinance. Original licenses and renewals of licenses shall be issued by the Town Clerk after approval by the Town Board.

(F) Fees. Applications for an initial or renewal mobile home licenses shall be accompanied by a $5.00 license fee. Licenses issued for mobile homes located outside of a licensed mobile home park may not be transferred to another location nor may same be transferred or changed unless and until a new initial mobile home licenses has been issued to the new occupant.

*History Note: Section 9.05 amended 2/12/2026.*

## Section 9.06 Monthly Parking Permit Fee

(A) Monthly Fees. In addition to the license fee, the Town of West Point shall collect from each mobile home (unless said mobile home is taxed as an improvement to real estate for real estate tax purposes ) occupying the space or lots in the Town a monthly parking permit fee computed as follows: The Town Assessor shall determine the total fair market value of each mobile home in the Town subject to the monthly parking permit fee. The fair market value, minus the tax exempt household furnishings thus established, shall be equalized to the general level of assessment on other real and personal property in the Town. The value of each mobile home thus determined shall be multiplied by the general property gross tax rate less any credit rate under Wis. Stats. Sec. 79.10 established on the preceding year's assessment of general property. The total

annual parking permit fee thus computed shall be divided by 12 and shall represent the monthly mobile home parking permit fee. The fee shall be applicable to mobile homes moving into the Town anytime during the year.

(B) Collection. It shall be the full and complete responsibility of each licensee of a mobile home park to collect the proper fee from the owner or occupant of each mobile home occupying space in a mobile home park and the licensee shall be equally liable for the monthly fees on or before the 10th of the month following the month for which such fees are due in accordance with the terms of this ordinance and such regulations as the Town Clerk may reasonably promulgate. Prior to such payment, the licensee may deduct, for administrative expenses, 2% of the monthly fees collected.

(C) Reporting Requirements. The licensee of a mobile home park shall furnish information to the Town Clerk on mobile homes added to the park within five days after their arrival, on forms prescribed by the Wisconsin Department of Revenue. As soon as the Town Clerk receives the notice of an addition of a mobile home to a park, the Town Assessor shall determine its fair market value. The Clerk shall equate the fair market value established by the Assessor and shall apply the appropriate tax rate, divide the owed parking permit fee thus determined by 12 and notify the mobile home owner or occupant and licensee of the monthly fee to be collected from the mobile home owner or occupant. Liability for payment of the fee shall begin on the first day of the next succeeding month and shall remain on the mobile home for each month, or part thereof, as the mobile home remains in the Town.

(D) Fee Rate/Valuation. A new fee rate and new valuation shall be established each January and shall continue for that calendar year. The valuation established shall be subject to review as are other values established under Chapter 70 of the Wisconsin Statutes. If the Board of Review reduces a valuation on which previous monthly payments have been made, the Town shall refund the excess payments and shall collect the tax paid back from the school district.

(E) Distribution of Fees. The Town shall retain 10% of the monthly parking permit fees collected in each month, without reduction for the 2% licensee administration fee, to cover the costs of administration It shall then pay to the school district in which the mobile home park is located, within 20 days after the end of each month, such proportion of the remainder of the fees collected in the preceding month as the ratio of the most recent property tax levy for school purposes bears the total tax levy for all purposes in the Town.

(F) Delinquencies. Failure to timely pay the monthly parking permit fee shall be treated in all respects like a default in payment of personal property tax and shall be subject to all procedures and penalties applicable thereto under Chapters 70 and 74 of the Wisconsin Statutes.

(G) Mobile Homes Outside of Parks. If a mobile home was located outside of a licensed park on December 8, 1988, and was not otherwise subject to real estate taxation as an improvement to property, the monthly parking permit fee shall be paid by the owner of the mobile home, the occupant thereof or the owner of the land on which it stands, the same as and in the manner provided for mobile homes located in mobile home parks, and the owner of such land shall be required to comply with the reporting requirements of 9.06 (C).

**Section 9.07 Exemption from Fee**

No monthly parking permit fee shall be imposed for any space occupied by a mobile home accompanied by an automobile for an accumulating period not to exceed 60 days in any 12 months if the occupants of the mobile home are tourists or vacationists. Exemption certificates in duplicate shall be accepted by the Town Clerk from qualified nonresident tourists or vacationists in lieu of monthly mobile home permit fees.

**Section 9.08 Penalties**

(A) Forfeitures. The penalty for violation of any provision of this section shall be forfeiture of not less than $25.00 nor more than $100.00, together with the costs of prosecution, except that the forfeiture for violation of the reporting requirements of Section 9.06(C) shall not exceed $25.00. Each and every day during which such violation continues shall be deemed a separate offense.

(B) Revocation. Any license or permit granted under this section shall be subject to revocation or suspension for cause by the Town Board for any violation of this ordinance. Upon a complaint filed with the Town Clerk or Chairman signed by any law enforcement officer, health officer, fire commissioner, or any other town official, the Town Board shall order a public hearing. At least 10 days prior to the hearing, the holder of the license shall be furnished with a copy of the Complaint and shall be given written notice of the time and place of the hearing whereat he may appear and show cause why such license should not be suspended or revoked. If the license is revoked or suspended, the licensee may within 20 days of said date of revocation or suspension appeal therefrom to the Columbia County Circuit Court pursuant to Sec. 66.0435(2)(d).

*History Note: Amended 12/8/88.*

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