



# City of Stayton

*Department of Planning and Development*

362 N. Third Avenue • Stayton, OR 97383  
Phone: (503) 769-2998 • Fax (503) 769-2134

dfeishman@ci.stayton.or.us      www.staytonoregon.gov

## MEMORANDUM

**TO:** Chairperson Ralph Lewis and Planning Commission Members  
**FROM:** Dan Fleishman, Director of Planning and Development  
**DATE:** November 26, 2018  
**SUBJECT:** Suggested Code Amendments regarding Recreational Vehicle Parks

---

### ISSUE

The issue before the Planning Commission is the consideration of possible Code amendments to allow Recreational Vehicle Parks in additional zones, to allow permanent residences in recreational vehicle parks, and/or to adopt design standards for recreational vehicle parks. This issue was discussed at the August and September meetings. At the September and October meetings, the Commission was presented with a number of options to consider. At the October meeting the Planning Commission provided some direction to establish design and operational standards for RV Parks.

The Commission also requested staff conduct some research on the extent to which the City could provide additional protections to residents of mobile home parks and RV parks regarding the possibility of parks closing and being converted to other uses. ORS 90.645 through 660 addresses the closure of mobile home parks and provides that when a park owners wishes to close a park, tenants must be provided with one year's notice and be provided with between \$6,000 and \$10,000 depending on the size of the mobile home unless the tenant buys the space on which the mobile home is located or sells the mobile home to someone who buys the space. In addition, there are state tax credits available to owners of homes in a mobile home park that is closed.

ORS 90.660 prohibits the City from enforcing any local regulation regarding mobile home park closures or partial closures that was adopted after July 1, 2007. Should the Planning Commission wish to pursue similar regulations for residential RV parks there does not appear to be a statutory restriction and staff could develop Code amendments that would define a "residential RV park" and provide for advance notice.

Suggested amendments to the Land Use and Development Code are attached on the following pages.

### RECOMMENDATION

Once the Planning Commission makes has reviewed the above options and made appropriate changes to the suggestions, then an amendment can be prepared for a public hearing.

# City of Stayton

**Part 1.** Amend the definition of recreational vehicle in Section 17.04.100 to remove the phrase regarding their not being used as a permanent residence.

**RECREATIONAL VEHICLE:** A ~~vacation~~-trailer or other vehicular or portable unit which is either self-propelled, towed, or carried by a motor vehicle and which is intended for human occupancy ~~and is designed for vacation or recreational purposes but not a permanent residence~~. Recreational vehicles include travel trailers, motor homes, campers, boats, boat trailers, snowmobiles, personal water craft, all-terrain vehicles (ATVs), and trailers designed primarily to carry ATVs or snowmobiles. Recreational vehicles do not include utility trailers or canopies.

**Part 2.** Amend Chapter 17.20 to enact Section 17.20.250 establishing design and operational standards for Recreational Vehicle Parks and Campgrounds.

## **17.20.250 RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS**

1. **PURPOSE.** The purpose of this Section shall be to provide rules, regulations, requirements and standards for development of recreational vehicle parks and campgrounds in the City ensuring that the public health, safety and general welfare are protected; that orderly growth and development together with the conservation, protection and proper use of land shall be ensured; that minimize the impacts of recreational vehicle parks on neighboring properties; that assures the comfort and protection of the occupants of the parks; that proper provisions for all public facilities shall be made, and that the city has appropriate control over the zoning and location of recreational vehicle parks and campgrounds in the City.
2. **METHOD OF ADOPTION.** Recreational vehicle parks and campgrounds are subject to site plan review and shall be approved pursuant to the requirements of Sections 17.12.070 through 17.12.100.
3. **SUBMITTAL REQUIREMENTS.** All applications submitted for approval of a recreational vehicle park development shall consist of a preliminary development plan to a scale of 1 inch equals not more than 50 feet. The application shall contain, but not be limited to, the following information in addition to the requirements of Section 17.12.220.
  - a. Name(s) of person owning and/or controlling the land proposed for the park.
  - b. Name of the recreational vehicle park and address.
  - c. Boundaries and dimensions of the recreational vehicle park.
  - d. Facility map showing relationship of the recreational vehicle park to adjacent properties and surrounding zoning.
  - e. Location and dimensions of each site with each site designated by number.
  - f. Location and dimensions of each existing or proposed building.
  - g. Location and width of park streets and pedestrian ways.
  - h. Location of recreational areas and buildings and common area.

# City of Stayton

- i. Location of available fire hydrants.
  - j. Enlarged plot plan of a typical site showing location of the pad for a recreational vehicle or tent, fire ring, picnic table, parking, utility connections, and landscaping.
  - k. Access features shall conform to the requirements set forth in Section 17.26.020. Section 17.26.020 also specifies submittal requirements for requesting an access permit and approval.
  - l. A survey plat of the property.
  - m. Building elevation drawings of all new structures.
  - n. A water system plan meeting Public Works Design Standards.
  - o. A sewerage system plan prepared in accordance with Public Works Design Standards.
  - p. A preliminary storm water report and drainage system plan showing all drainage system improvements on site including storm water runoff calculations in accordance with Public Works Design Standards.
  - q. Location of and method of garbage collection and disposal.
  - r. Park rules and regulations.
4. DESIGN STANDARDS. The following standards and requirements shall govern the design of a recreational vehicle park. The design of a park shall also meet other applicable standards and requirements of this Chapter and the approval criteria of Section 17.12.220. Where there is a difference between the standards of this Section and any other provision of this Code, the more stringent standard shall apply.
- a. A recreational vehicle park shall not be less than 3 acres in area.
  - b. Spaces within the park shall contain a minimum of 3,000 square feet with a width of no less than 45 feet for any space designed to accommodate a recreational vehicle and a minimum of 1,500 square feet with a width of no less than 35 feet for any space designed to accommodate a tent only.
  - c. Only one recreational vehicle shall be permitted on a space.
  - d. No building, structure, or land within the boundaries of a recreational vehicle park shall be used for any purpose except for the uses permitted as follows:
    - 1) Recreational vehicles, together with the normal accessory uses such as cabana, patio slab, ramada, and storage and washroom buildings.
    - 2) Private and public utilities and services as permitted by City approval.
    - 3) Community recreation facilities, including swimming pool, for the residents of the park and guests only.
    - 4) One residence for the use of a manager or a caretaker responsible for maintaining or operating the property.
  - e. All recreational vehicle or camping spaces shall be located at least 30 feet from the property boundary line abutting upon a public street, and at least 15 feet from other property lines, except that when a sound-deadening fireproof barrier, as an earthen berm or masonry wall is provided, the Planning Commission may allow the 15-foot setback to be reduced to 5 feet, but shall not reduce the 30-foot setback.

# City of Stayton

- f. Recreational vehicles shall not be located closer than 25 feet from any other recreational vehicle or permanent building within the recreational vehicle park.
- g. Each site shall be provided with an asphalt or concrete pad for the placement of a recreational vehicle a minimum of 12 feet wide.
- h. The recreational vehicle park entrance shall be designed to provide a clearly defined main entry and exit point to the park. Secondary entry points may be required to provide ingress and egress for emergency vehicles. The main entry shall include street lighting and a sign(s) identifying the name of the park and providing direction to the manager's office or residence. Controlled ingress and egress may be installed subject to decision authority approval of design.
- i. Two off street parking spaces shall be provided at each recreational vehicle space. Also, additional parking space shall be provided in parking areas distributed around the park (not part of the common area) not to be less than 1 parking space per 10 spaces.
- j. Each space shall be provided with a picnic table with benches and a fire ring or barbeque apparatus approved by the Fire Marshall.
- k. Adequate street lighting shall be provided within the park in accordance with a plan approved by the Planning Commission.
- l. All utilities shall be installed underground unless otherwise approved by the Planning Commission.
- m. Approved fire hydrants shall be installed so that all recreational vehicles, and other structures are within 250 feet of an approved fire hydrant as measured along the center line of a street.
- n. Buffering or screening shall be installed along park boundaries in accordance with a landscaping plan approved by the Planning Commission. All buffering or screening shall be in the form of a sight-obscuring fence, wall, evergreen or other suitable planting, at least 6 feet high. A chain link fence with slats may not be used as a sight-obscuring fence.
- o. There shall be landscaping within the front and side areas of each space and in all open areas of the recreational vehicle park not otherwise used for park purposes, in order to provide privacy between spaces. Landscaping shall be installed in accordance with a landscaping plan approved by the decision authority.
- p. Trash receptacles for the disposal of solid waste materials shall be provided in convenient locations for the use of occupants of the park, screened from open view and located within 200 feet of each recreational vehicle space. Refuse containers shall have tight-fitting lids, covers or closable tops, and shall be durable, rust-resistant, water-tight, rodent-proof and washable and shall be enclosed by sight obscuring fence or screening and situated on a concrete pad. There shall be a minimum of four cubic feet of solid waste receptacle per space. Refuse shall be collected and disposed of on a regular basis in accordance with City garbage franchise regulations.
- q. If storage yards for vehicles, boats, or trailers are provided, the storage yard shall be provided at the rate of up to 100 square feet per recreational vehicle space depending on the clientele served. An 8-foot high sight obscuring fence with a lockable gate shall be erected around the perimeter of the storage yard. If no storage yard for is provided, storage shall not be permitted within the park boundaries.

# City of Stayton

- r. Pedestrian walkways shall be separated from vehicular traffic ways and maintained to provide safe and convenient movement to all parts of the park and connect to ways leading to destinations outside the park. Sidewalks shall be at least 5 feet wide and be composed of concrete or bituminous concrete at least 3 inches thick.
  - s. Although it will not be necessary for vehicular ways to be improved and maintained to City standards, all vehicular ways and parking areas within the park shall be designed to provide safe and convenient access to all spaces and to facilities for common use by park occupants, shall be constructed and maintained to allow free movement of emergency and service vehicles at all times, shall be graded to drain and surfaced with asphalt or concrete, the design of which shall be approved by the City Engineer, to maintain proper drainage and shall be continuously maintained by the owner.
  - t. Minimum park street improvement width for shall be 14 feet for a one-way local street and 24 feet for a two-way street.
  - u. Each recreational vehicle space shall be provided with municipal water and municipal sanitary sewage service. All recreational vehicles staying in the park shall be connected to the water and sewage service. Up to ten percent of the total spaces may be without water and/or sewer if proposed and approved as such at time of application approval.
  - v. Each space in a park shall be within 500 feet of a building that contains toilets and showers.
  - w. Each recreational vehicle space shall be provided with electrical service. Up to ten percent of the total spaces may be without electrical service if proposed and approved as such at time of application approval.
  - x. The park shall provide one utility building or room containing a minimum of one clothes washing machine, one clothes drying machine for each thirty (30) spaces or any fraction thereof and shall include space for clothes sorting and folding.
  - y. Each site shall be marked for identification both for the ease of guests, emergency response vehicles, and for safety and security reasons. Markers must be easily readable from the driveways in day or night conditions without the need for secondary lighting.
5. OPERATIONAL STANDARDS.
- a. Electrical Connections. All electrical connections shall comply with the State of Oregon electrical code and be duly inspected. Any unit in place for more than 120 days shall be directly connected without use of a removable plug.
  - b. Water Connections. All connections of water to a site and to an occupied recreational vehicle shall comply with the State of Oregon Plumbing Specialty Code, and the City of Stayton Public Works Design Standards. Any unit in place for more than 120 days shall be directly connected to the water supply without the use of “garden hose” type connection.
  - c. Sewer Connections. All sewer connections shall comply with the State of Oregon Plumbing Specialty Code and the City of Stayton Public Works Design Standards. Any unit in place for more than 120 days shall be directly connected to the sewage collection system without the use of corrugated flexible pipes.
  - d. Fire Extinguishers. Portable fire extinguishers rated for classes A, B and C shall be kept in service buildings and at other locations conveniently and readily accessible for use by all occupants and be maintained in good operating conditions.

# City of Stayton

- e. Fire Hazards. The owner of the park shall be responsible for maintaining the park free of any brush, leaves, and weeds which might facilitate the spread of fires between sites and buildings in the park.
- f. Inspections. The Building Official may check the park a minimum of once a year and submit to the park owner and manager a written report stating whether or not the park is in compliance with these standards. If not in compliance, the owner must make repairs as are required or will be considered to be in violation of this Code and subject to enforcement action.
- g. Management Responsibilities. The owner, operator, resident manager, or similar supervisor or representative of the owner shall be available and responsible for direct management of the park while it is in use.
- h. Refuse Burning. Burning of refuse shall not be permitted.
- i. Park Administration. It shall be the responsibility of the park owner(s) and manager to see that the provisions of this Section are observed and maintained within their park, and for failure to do so the owner and manager shall be subject to the penalties provided for violation of this ordinance.