

# **Municipal Code Changes – MHP Licensing & Enforcement**

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**JC Ward**

Community Engagement Manager –  
Housing & Community Vitality



**Mobile Home Park Enforcement work aligns with housing, equity, & water efficiency strategies in:**

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- City Plan
- Equity 2023 Plan
- Fort Collins 2024 Strategic Plan
- Housing Strategic Plan
- Our Climate Future Plan



## Background – MHPs as Affordable Housing

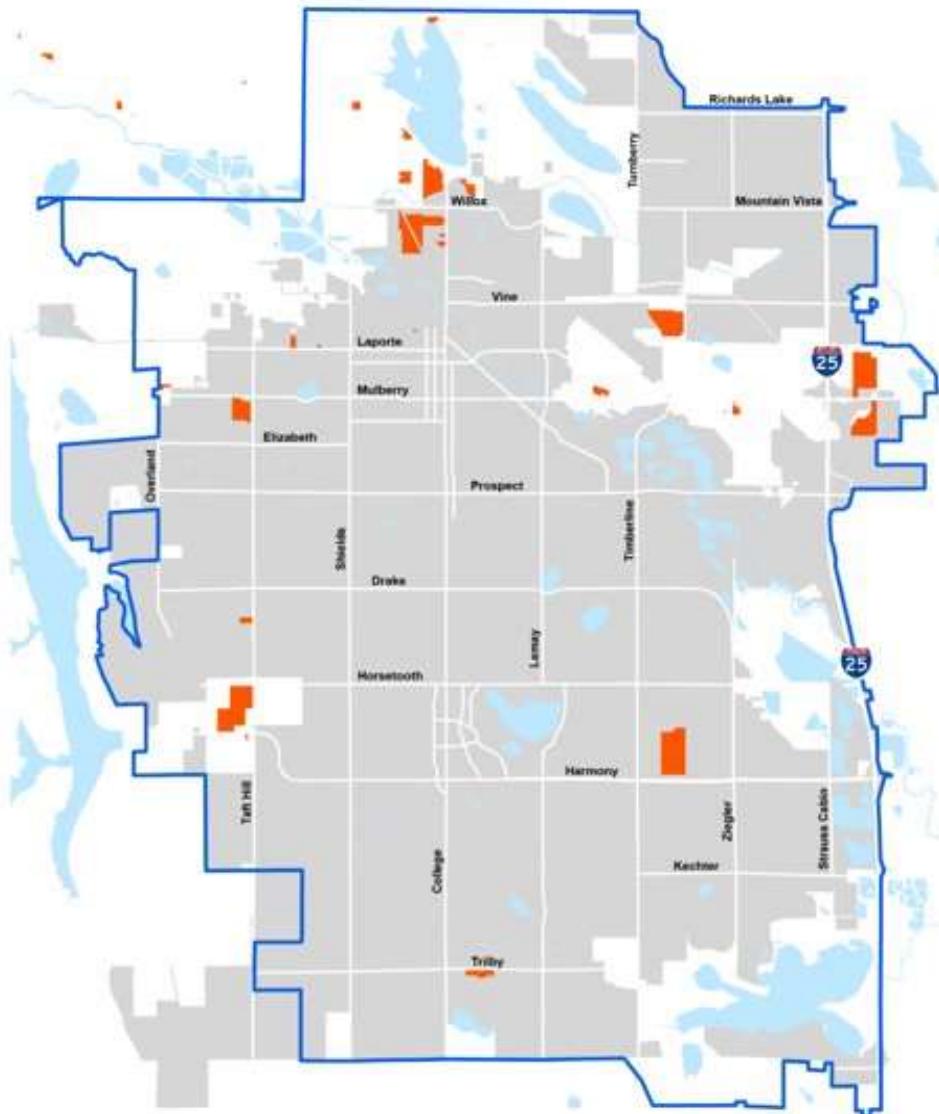


**Mobile home parks are private, unsubsidized, “naturally-occurring” affordable housing.**

- **Residents may own** their home, but the **land** it sits on is owned by the mobile home park.
- Mobile home parks are **private property**, as are their streets, water infrastructure, and most fencing and safety lighting.
- MHP neighborhoods in Fort Collins are home to some of the **largest concentrations of historically underserved populations** including non-English speakers, lower-income households, and senior citizens.



# MHP Location Map



	<b>City</b>	<b>GMA</b>	<b>Total</b>
Communities	10	14	24
Home Sites	1,400	2,137	3,537

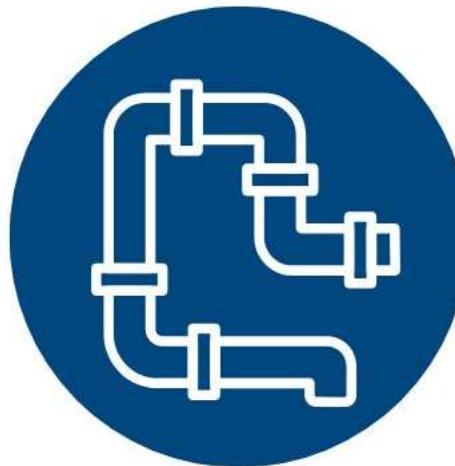
- City Limits
- Manufactured Home Community
- GMA Boundary

# What problems are we trying to solve?

**Property Types have Different Oversight Responsibilities, Regulation, and Enforcement Levels; Creating Disparate Outcomes**



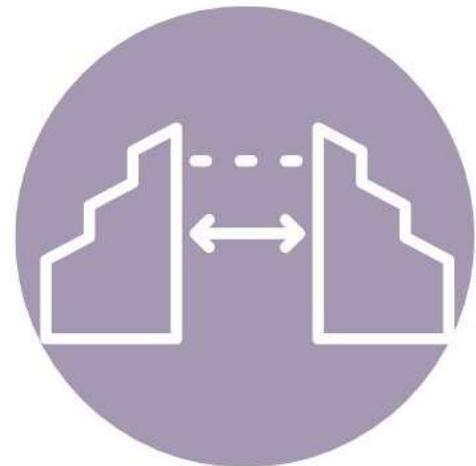
**Differences in  
Property Types**



**MHP Private Water  
Infrastructure vs.  
Public Water  
System**



**Differences in  
Municipal Code  
Enforcement &  
Land Use Code  
Requirements**



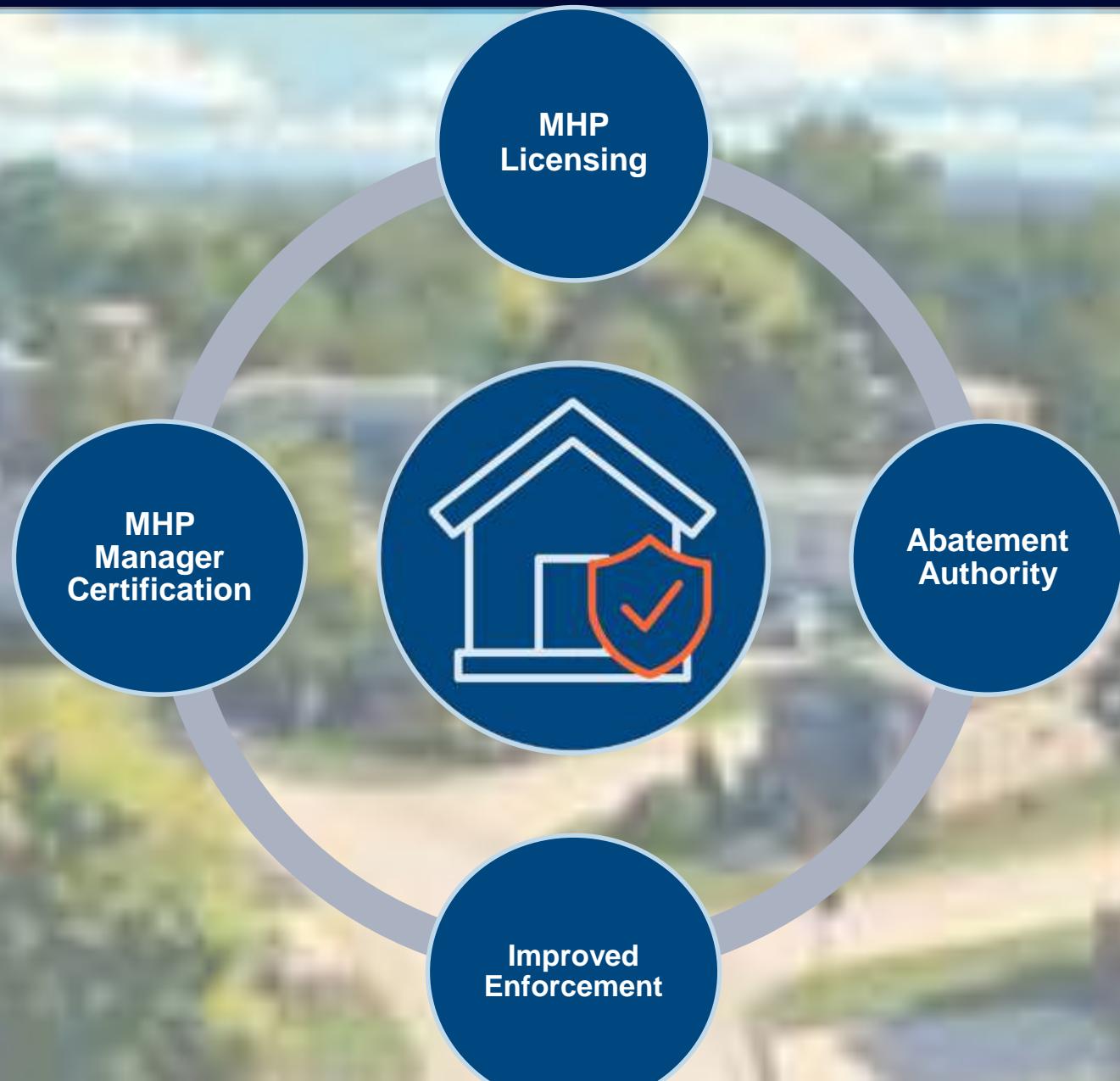
**Gaps in Legislative  
Authority**

# Why Consider MHP Licensing & Increased Oversight?



- **Address life, health, or safety risks** on private MHP property
- **Allow City intervention** for urgent issues
- **Promote accountability and communication** among property managers, owners, residents, and the City
- **Track and manage data** about MHPs to better understand housing needs and trends

# Proposed MHP Licensing & Enforcement Program



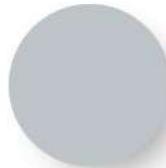
## Mobile Home Park Licensing



**Submit a complete annual license or renewal application** with all required information



**Employ a certified mobile home park manager**



**Comply with all applicable federal, state, and local laws**



**Complete required infrastructure assessments** and submit associated reports



**Pay an annual licensing fee** (per lot, capped at \$50) to recover City administrative costs



**Implement maintenance schedules** based on assessment findings

## Mobile Home Park Manager Certification



**Complete required initial  
training & testing**



**Maintain compliance with  
applicable standards**



**Participate in ongoing annual  
continuing education**

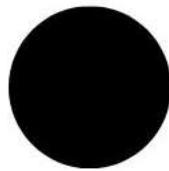


**Renew certification  
annually**



**Pay a certification fee of up  
to \$1,000 or renewal fee of  
up to \$200**

## Areas of Enhanced Oversight & Enforcement



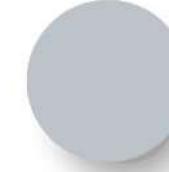
**Abatement of hazardous conditions** by the City; charging abatement costs to MHP owners



**Inspection for hazardous trees & branches**



**Prohibiting MHP owners from passing costs to residents**



**Inspection & abatement for water infrastructure leaks, repairs, and maintenance**



**Providing access to water & sanitary services during long water outages**

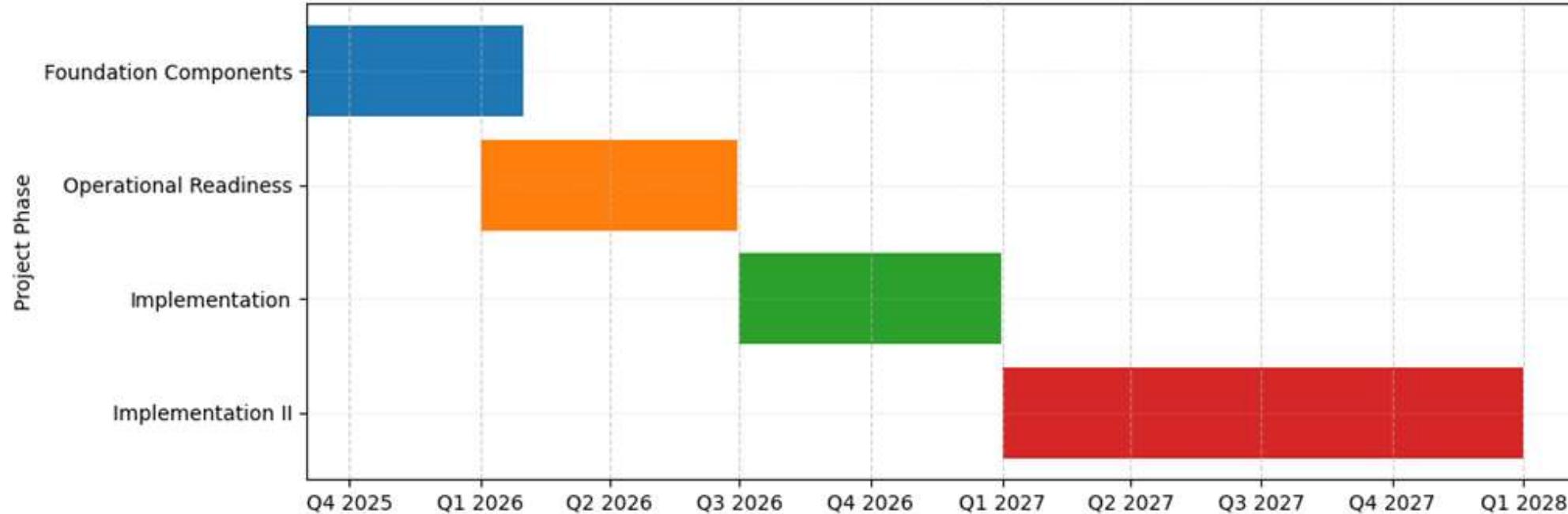


**Ongoing transparency through required disclosures**



**Inspection of pavement and roadway conditions**

# MHP Licensing & Enforcement Program Timeline



## Foundation Components

- Code Change Draft
- Data Dashboard Development
- Internal Staffing Inventory
- Funding Options Assessment

## Operational Readiness

- Data Dashboard Launch
- MHP Licensing Outline
- MHP Handbook Updates
- Penalty & Compliance Processes
- Outreach
- MHP Work Group Established

## Implementation

- Manager Certification Developed
- Emergency Response SOP's
- Administrative Compliance SOP's
- Enforcement Standards Set
- Voluntary Compliance Assessment
- Contracting & Vendor Mgmt.

## Implementation II

- MHP Licensing Required
- MHP Manager Certification Training
- Administrative Compliance Launch
- MHP Residents' Training
- MHP Owner Training
- Quarterly Meetings with City Staff

## Start-Up Costs

- **No start-up staffing costs** due to redeployment of Sr. Specialist, Neighborhood Services position
- Centralizing MHP work creates **staffing efficiencies** in multiple departments, freeing capacity to assist with portions of the program
- **Limited program development costs in 2026**, funded by strategic reallocation of existing neighborhood program budget



## Revenue

- **MHP Licensing fees** – projected to generate \$70,000/year beginning in 2027 (1,400 lots in eligible MHPs at \$50/lot)
- **MHP Manager Certification fees** - anticipated to generate \$9,000 in 2027 (initial certification) and \$1,800 annually thereafter (\$1,000 for initial certification for managers of eligible MHPs and \$200 in renewal fees/manager/year)
- **Penalties for non-compliance**
- **Program revenue, fees, and penalties would be restricted for use** by the MHP Licensing Program for enforcement, voluntary compliance assistance, administrative cost offsets, and programmatic expenses

# Thank you!

