

Municipal Code Changes – MHP Licensing & Enforcement

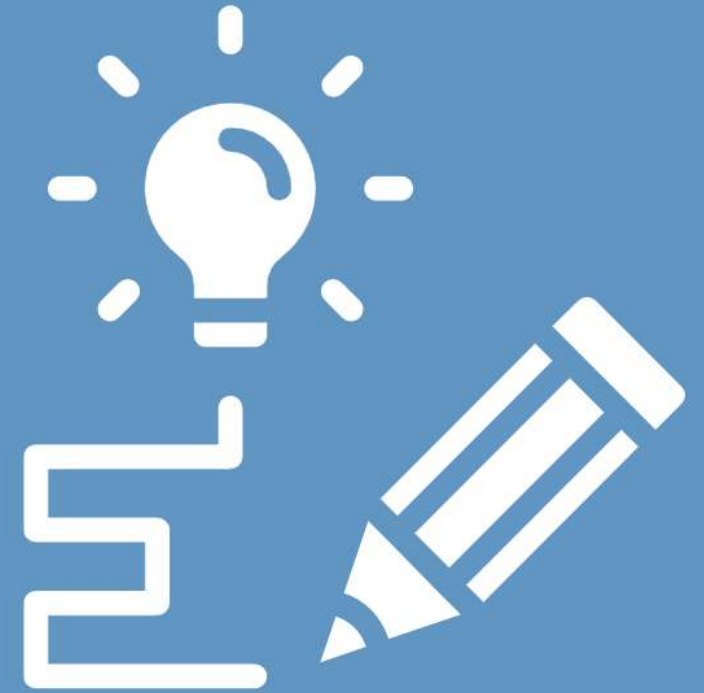
JC Ward

Community Engagement Manager –
Housing & Community Vitality



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

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



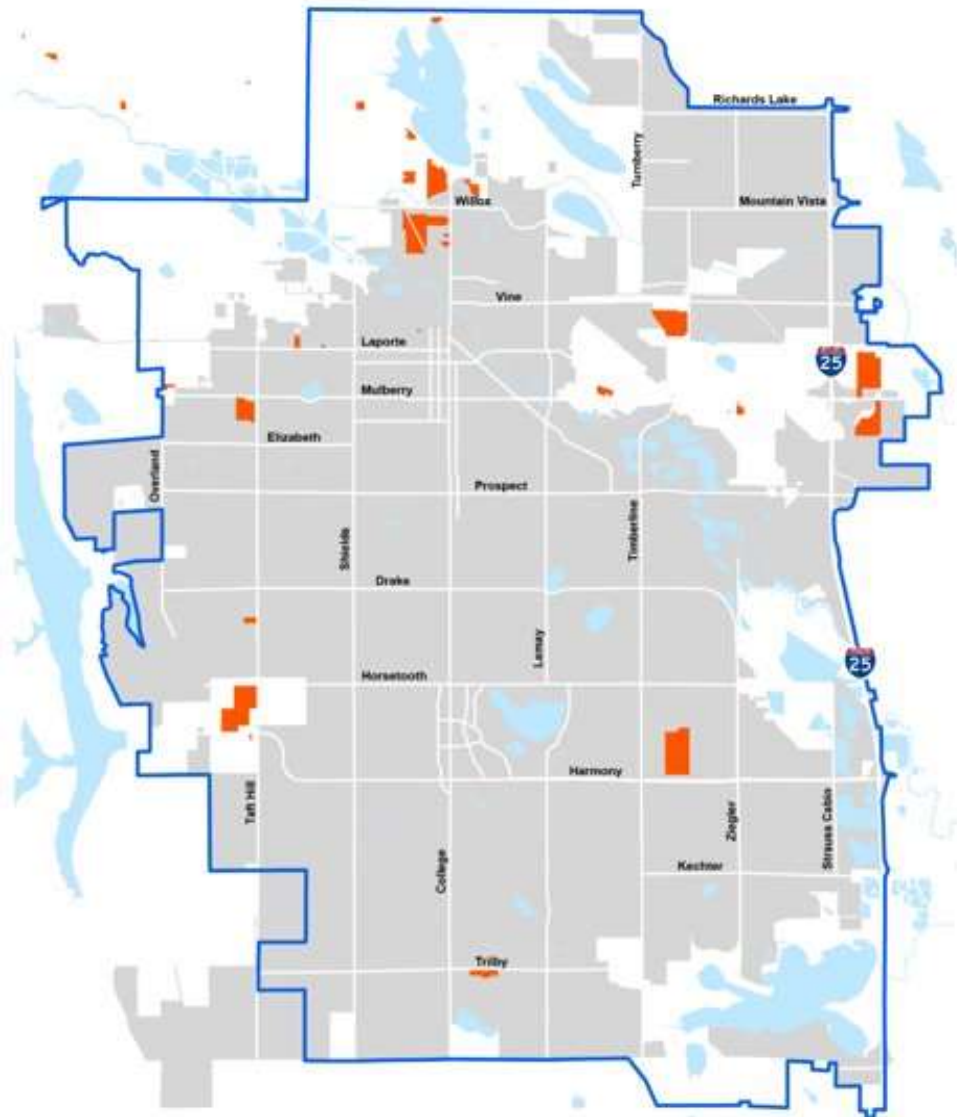


Mobile home parks are private, unsubsidized, “naturally-occurring” affordable housing.




- **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



	City	GMA	Total
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



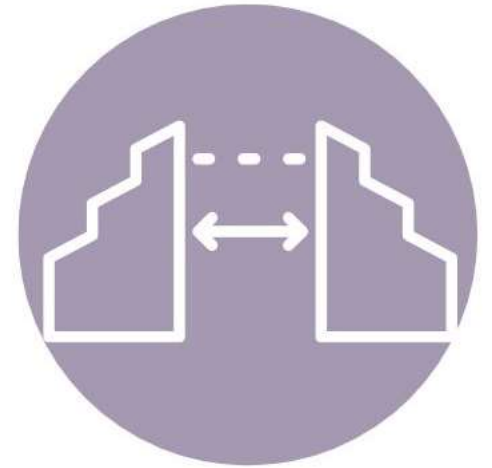
**Differences in
Property Types**



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



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



**Gaps in Legislative
Authority**



- **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



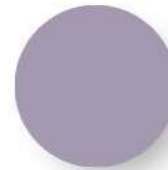
Submit a complete annual license or renewal application
with all required information



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

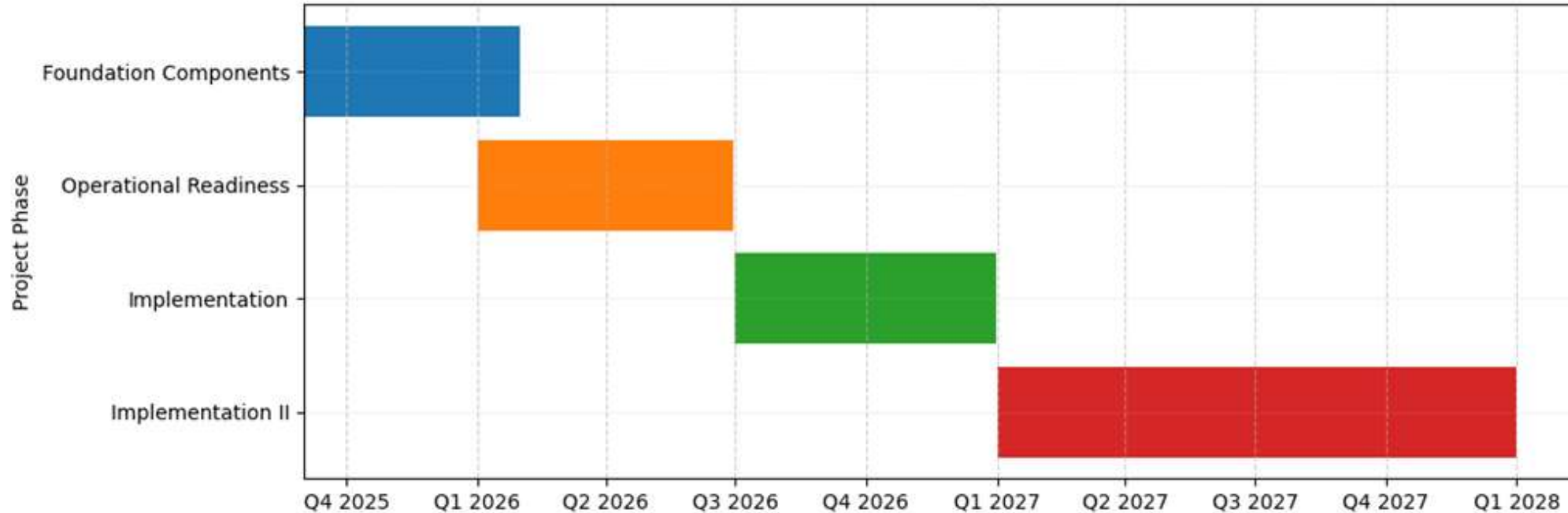


Ongoing transparency through required disclosures



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!

