

## **RV ORDINANCE OUTLINE [RVPP]**

### **1. Definitions** [refer to matrix of regs and how they apply across typologies/ Action items listed in matrix for other typologies – caretaker/grooms etc.]

- a. Annual Permit.
- b. Net acre.
- c. RV Inspection.
- d. RVPP.
- e. RV Site.
- f. RV Site Inspection.
- g. Seasonal Permit.

#### **h. INSERT.**

### **2. Permit Required**

- a. Except as exempted in Sec. \_\_\_\_ one permit shall be required for each RV site.

### **3. Permit Period**

- a. Seasonal RV Permit valid for 179 days from date of issuance. Code enforcement warnings may be issued if RV is found on-site within 20 days of permit expiration.
- b. Annual RV Permit valid for one calendar year from date of issuance.
- c. Upon issuance of an RVPP permit, or inspection of each subsequent RV to occupy the site, vehicle identification stickers shall be issued to the property owner. It is the property owner's responsibility to ensure that issued stickers are affixed to approved RVs parked in accordance with this program. The stickers shall be affixed to the lower left of front windshield so to be easily viewed by Town representatives during inspections of the site as well as during drive by of the property. Failure to affix stickers to RVs will invalidate the permit.
- d. A final inspection is required in accordance with Sec. \_\_\_\_\_. The purpose of this final inspection is described therein. Final inspection should be scheduled prior to the end of the 179th day so the inspection can occur prior to expiration of the permit. Sites that have not undergone final closeout inspection may be subject to fines and penalties outlined in Sec. \_\_\_\_\_.
- e. Upon expiration of the registration permit the recreational vehicle shall not remain on property, unless it meets the criteria of an Unoccupied RV, and shall be removed from the property. Any application for a new Seasonal registration permit for that property may only occur after a minimum time period of six months has expired, unless the RV site was initially used for a period of less than six months, then a permit may be issued for the time period remaining on the initial six-month time period.
- f. RVPP permits will not be issued to persons or on properties that have adjudicated code violations and unresolved penalties associated thereto.

### **4. Modifications to Tenant or RV During Permit Period**

- a. If tenancy (tenant) of RV is modified during permit period, but RV (vehicle) remains the same, applicant shall be required to update permit application. No new permit fee or inspection required.

- b. If RV (vehicle) changes during permit period, regardless of tenancy changes, applicant shall update permit application at Town. New RV (vehicle) inspection required, as applicable.
- c. Minimum tenancy. Tenancy shall not change more than once every sixty (60) days, regardless of permit type.

#### **5. Permit Exemptions**

- a. Unoccupied RVs. A maximum of two recreational vehicles may be stored on a lot of record without a permit, provided the vehicles are routinely operated/maintained by a permanent, full-time resident of the property and are not located in any required setbacks, easements, or rights-of-way. Subject to additional requirements in [insert section – standard currently in 8.f.2.b]. A recreational vehicle that is not occupied must be owned or leased by the property owner or tenant of the property. RVs that meet these requirements may have electricity hook-ups for the purposes of climate control.
  - i. Unoccupied recreational vehicles shall not be used for storage or any other non-residential use for which it was not designed and manufactured as evidenced by the manufacturer's certification.
- b. Temporary guests. Guests visiting a residentially developed property may occupy an RV within the residential property lines for a time period not-to-exceed 14 days within a 100-day period, subject to limitation on number of occupied RV's in Sec. \_\_\_\_\_. The 14-day allowance shall apply to all guests, regardless of continuity of stay or specific guests. The Town requests a courtesy notice for any guests staying longer than seven (7) days.

#### **6. Prohibitions**

- a. RVs shall not be used for any purpose other than those expressly permitted herein. RVs shall not be permitted to be used for non-residential office space or commercial operations.

#### **7. Permit Application Materials, Required**

- a. Permit application to include the following information:
  - i. Name of property owner, address, PCN, and zoning designation of property where RV is to be located;
  - ii. Name and DOB of person(s) residing in the RV;
  - iii. A 24-hour emergency on-site contact person and contact information;
  - iv. Make, model, color, and tag number of RV;
  - v. Copy of RV registration;
  - vi. Approved permits from the Town for electrical, water, and from the Health Department for sewage disposal;
  - vii. Name and copy of signed sewage disposal contract with an approved septic vendor covering the permit period; and
  - viii. Hurricane safety statement to describe intended plan for RV residents during named storms.
- b. Sketch site plan showing RV location, availability of hook-ups and 25' setbacks from all property lines.

- i. Dimension RV site area. 1,200 SF minimum area per RV site.
- ii. Minimum 25' separation between RVs (vehicles).
- iii. Dimension distance to adjacent structures from RV site.
- iv. Automobile parking area with dimensions.
  - 1- Create generation rate for RVs. May be provided for in existing driveway or garage. If not on driveway/in garage – provide stabilized parking.
- v. Required screening per Sec. \_\_\_\_\_.
- c. Copy of BTR for rentals.
- d. Photos of subject property with directional labels.
- e. Photos of RV site area.
- f. Photos of RV, if RV is being rented by the property owner.
- g. Photos of required screening.
- h. Mailbox with separate unit # identifier?
- i. Trash

## 8. Allowances

- a. RVs shall be permitted in the AR district.
- b. In no instance shall a property have more than four (4) occupied RVs regardless of permit type (season or annual). Personal, unoccupied RVs owned and operated by a permanent, full-time resident of the property shall not contribute to this maximum.
- c. RVs may be used for the purposes of caretakers or grooms, in which case, supplemental caretaker and groom's quarter standards in Sec. \_\_\_\_ shall not apply.
- d. RV occupancy shall not exceed the maximum sleeping capacity as measured by beds (including fold-out beds). Assuming each bed NTE 2 people except for twin sized beds, NTE 1 person.
- e. Annual Permit
  - i. Maximum of (1) RV Site permit issued per bona fide agricultural property for purposes of caretaker or groom's quarters. Entirety of property shall be designated as bona fide ag. Refer to Table 1.
- f. Seasonal Permit
  - i. RV sites must be located on one of the following:
    - 1- A homesteaded residential property without primary agricultural use.
      - a. Maximum number of RV sites as shown in Table 1.
    - 2- A parcel with a primary bona fide agricultural use.
      - a. Maximum number of RV sites as shown in Table 1.
- g. Maximum number of RVs shall apply to adjacent properties under common ownership, control, or operation as determined by the town manager. Similarly, an adjacent property under corporate ownership shall not have a common property owner. For example, a 10 acre property may not be subdivided into two 5 acre parcels and be awarded the maximum allowance per parcel unless it is demonstrated that each adjacent parcel is under separate ownership, control, and function. In an

instance where this is not demonstrated, the maximum allowance may be distributed across all properties or applied to one.

- h. Combination of various typologies. Where a subject property has various permitted living typologies, other than a single-family residence, the combination of permitted dwellings shall not exceed four (4) per property, subject to limitations in Table 1. This restriction shall apply to: Seasonal RV Permits, Annual RV Permits, Accessory Dwelling Units, Groom’s Quarters, Caretaker’s Quarters, and Guest Cottages.
  - i. By way of example: Property A, measuring 12 net acres could be permitted (1) accessory dwelling unit, one (1) annual RV permit, and two (2) seasonal RV permits. Each typology subject to specific regulations.

	Less than 1 net acre	1- 2 net acres	2 – 5 net acres	5 - 10 net acres	10 + net acres
Seasonal RV Maximum (homesteaded residential property w/o primary agricultural use)	0	1	2	2	4
Seasonal RV Maximum (primary agricultural use)	0	1	2	3 or 4?	4
Annual RV Maximum	0	1 (do we need to allow here, or require higher min. acreage?)	1	1	1

**9. Location and Screening**

- a. RV sites shall not be permitted within a required yard.
- b. Minimum separation between RVs (Vehicles): 25 feet.
- c. Minimum RV site size: 1,200 SF.
- d. RV site not permitted closer than 200 feet to barns, pens, or similar structures.
- e. Perimeter screening. To be provided along subject property line (side and rear) or RV site boundaries (parallel to subject parcel’s side and rear property lines).

- i. Subject parcel required to provide opaque screening from the ground to a height of 8 feet (as measured from grade). A semi-opaque screening shall be provided from a height of 8 feet to 12 feet.
  - 1- Length of screening. Screening to be provided entire length of RV site and extend a minimum distance of 50 feet from boundaries of RV site.
- ii. Screening requirement eliminated if RV site is entirely screened by intervening building.

## 10. Fees

- a. Application fee per RV site [Seasonal fee \$350/Yearly fee \$500]
  - i. Re-inspection fee (in cases of an RV change over or required bi-annual inspection) - \$50
- b. Closeout deposit [\$250] -refundable if found compliant with Sec. \_\_\_\_\_.
- c. The permit fee is a flat rate per RV for the entire period regardless of number of days used and is not prorated.

## 11. Required Inspection

- a. RV Site and RV Inspections required prior to permit issuance.
  - i. *General.* Property owner(s) agree to allow Town representatives access to the property, to conduct inspections relating to the RVPP at any given time, without prior notice. By submitting an application, the property owner acknowledges the Town has the right to inspect the property to verify compliance with the permit, and that a failure to allow such inspection will invalidate the permit and require that the RV be removed immediately. Property owner may also be subject to Code Compliance actions as a result.
  - ii. *Subject Site Inspection.* Inspector to review proper location, screening, number of sites, electric/sewage hookups etc.
  - iii. *RV Inspection.* Ensure electricity works, water runs, toilets flush, smoke detectors. Only required if RV is owned/operated by permit applicant/property owner. Not intended to apply to people bringing their own RV to an RV site. RV site still required to be inspected.
- b. Closeout inspection – make sure RV site is cleaned up (trash, sewage etc.). RVs are gone. Hook ups eliminated if necessary. If completed and passed within required timeframe, closeout deposit refunded.

## 12. Utility Connections and Waste Disposal

- a. Electrical hook up must be separate for each RV. Each electrical hook up must be permitted through and inspected by the Town's Building Department. No electrical extension cords shall be utilized. Use of extension cords will render the permit invalid.
- b. Water hook up may be a single source with separate hook up at each RV parking spot.
- c. Septic hook up must be permitted and inspected by the Health Department. A copy of the approved permit is required as part of this application. Portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.

- d. Trash - ?? Allow for proof of private waste hauler or dumpster etc.
- e. See language below for potential inclusion:

4. Seasonal and Commercial Placement of Recreational Vehicles on Individually Owned Lots.

Subject to the prohibition on permanent use in paragraph 2 above, an owner of real property in the City of Wewahitchka is permitted to personally use or allow others to use (through express permission or commercial rental) one Recreational Vehicle per lot. For the purposes of this ordinance a lot is defined as a parcel of land being identified by the Gulf County Property Appraiser with a single property ID, regardless of zoning.

Under this provision, Recreational Vehicles are not required to be connected to electrical, water, or sewer services so long as the Recreational Vehicle uses a self-contained disposal system and wastewater is disposed of by a licensed and bonded wastewater hauler or taken to a licensed wastewater receiving station. Wastewater includes greywater discharges. The City may require proof of disposal method(s) used.

Any electrical service connection to a recreational vehicle shall be done lawful, safe and secure manner in accordance with the manufacturer's specifications, applicable Florida Building Code.

Any potable water and/or sewer connection to a recreational vehicle must be completed under the regulations and inspection of the Public Works Department and must have the required backflow protection device installed prior to use. For discharges into the City sanitary sewer system, the use of chemical wastewater treatment in the Recreational Vehicle is expressly prohibited.

### 13. Maintenance

- a. Refer to Article 45.
- b. Unoccupied recreational vehicles shall not be used for storage or any other non-residential use for which it was not designed and manufactured as evidenced by the manufacturer's certification.

### 14. Penalties and Fines

- a. The Town will rely upon required inspections and code enforcement to maintain the Town's safety, desired character, and aesthetics.
- b. Properties in violation of adopted regulations may be subject to daily fines, additional permit fees, and may be exempt from permit issuance.
- c. To encourage compliance:
  - i. If permit issued *and* no code citations that year, only need annual inspection at beginning of each year. Consider **Reduced fee next year – 20% reduction or no deposit due next year?**
  - ii. If permit issued but owner is code enforced, subject to bi-annual inspections the next year rather than annual ahead of permit issuance [**\$50 re-inspection fee required for supplemental inspection**].
  - iii. If code enforced, and no permit, **- pay after the fact permit and pay 2X all fees. if second time enforced – immediately remove with no opportunity for after the fact permit with fines accruing. Use permanent and irreparable harm rates – much higher \$5k/day vs. \$500/day.** “Create burden on code enforcement” – extra fine?

**15. Emergency Temporary Use.**

- a. Allowance during storm?

**16. RV Use During Active Construction.**

- a. Refer to Sec. \_\_\_\_\_. Replace construction trailer provisions?

**17. Effective date**

- a. Ordinance No. \_\_\_\_ shall be effective April 1, 2024.

**[review comp plan for compliance]**

	<b>DEFINITION</b>	<b>ALLOWANCE</b>	<b>NOTES</b>
<b>RVs</b>	<p>A vehicle, including a park trailer, which is: [see in section 320.01, Florida Statutes]</p> <p>(1)Built on a single chassis;</p> <p>(2)Four hundred square feet or less when measured at the largest horizontal projection;</p> <p>(3)Designed to be self-propelled or permanently towable by a light-duty truck; and</p> <p>(4)Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.</p>	Sec. 20-050: Recreational Vehicles	<ol style="list-style-type: none"> <li>1. Need to amend entire section.</li> <li>2. Update 20-050.A to include primary agricultural use. Currently only allows on residential properties.</li> <li>3. Why 179 days and not 180 in permit like everywhere else?? What happens at 180 days?</li> <li>4. Permit app indicates a max of 2 personal RVs on site – not reflected in code . . .</li> <li>5. No parking standard. Require?</li> <li>6. Does definition cover all intended types?</li> <li>7. Does #4 from definition pose issues for yearly permit?? Do we need to limit maximum tenancy for one tenant?</li> </ol>

<p><b>Caretaker Quarters</b></p>	<p>A dwelling that provides housing for a person who is employed to maintain, repair and protect the property on which the dwelling is located.</p>	<p>Allowed as accessory <i>use</i> in AR. ADU standards do not apply.</p> <p>Sec. 20-010 -Caretaker's quarters are permitted on parcels with a bona fide agricultural use.</p>	<ol style="list-style-type: none"> <li>1. Accessory use, not ADU, ADU is separate. Not subject to size limitations. If regs are desired, need to add.</li> <li>2. Defined as a dwelling unit.</li> <li>3. Allow on a bonafide ag property.</li> <li>4. Allow as part of an ag building like a barn loft.</li> <li>5. Allow within an RV.</li> <li>6. Allow as an ADU.</li> <li>7. No parking standard. Required?</li> </ol>
<p><b>Grooms Quarters</b></p>	<p>NA. <b>Need definition.</b></p>	<p>Allowed as accessory <i>use</i> in AR. ADU standards do not apply.</p> <p>Sec. 20-010: Groom's quarters are permitted on parcels where there are equestrian uses and a stable with six or more stalls.</p>	<ol style="list-style-type: none"> <li>1. Define term.</li> <li>2. Accessory use, not ADU, ADU is separate. Not subject to size limitations. If regs are desired, need to add.</li> <li>3. Allow on a bonafide ag property with primary equestrian use.</li> <li>4. Allow as part of an Ag. building like a barn loft. Define as dwelling to require full kitchen etc.?</li> <li>5. Allow within an RV.</li> <li>6. Allow as an ADU.</li> </ol>

			7. No parking standard. Require?
<b>Construction Trailers</b>	Not defined. See "Trailer"	<p>Sec. 20-010: One construction trailer may be placed on a plot for a period of time not to exceed one year during active construction of a permanent dwelling to serve as temporary living quarters for the owners of the home under construction. Construction trailers shall also be subject to the following standards.</p> <p>(1)<i>Location.</i> The construction trailer shall be in compliance with all setback requirements.</p> <p>(2)<i>Permit issued.</i> No construction trailer shall be placed upon any such property until a building permit for construction of the dwelling has been issued. The permit shall be posted in such a manner that it can be observed from the exterior of the construction trailer.</p> <p>(3)<i>[Removal.]</i> The construction trailer must be removed from the property upon completion of the permanent dwelling or other principal building(s) or at the end of the one year period, whichever occurs first. The Town Manager may grant one extension of a maximum six months, upon petition from the property owner, provided the petition demonstrates unexpected hardship, and steady construction progress such that construction can reasonably be completed within the six month extension period. A decision of the Town Manager to deny the request</p>	<p>1. Revise to eliminate allowance for sleeping, or change term used for this section.</p> <p>2. Define term.</p>

		<p>for extension may be appealed to the Town Council subject to the requirements of Article 145, "Administrative Appeals."</p> <p>Sec. 30-010: Institutional District. One construction trailer (including mobile homes) may be placed on a plot within a nonresidential development subject to the following standards.</p> <p>(1)<i>Location.</i> The construction trailer shall be in compliance with all setback requirements.</p> <p>(2)<i>Permit issued.</i> No construction trailer shall be placed upon any such property until a building permit for construction of the principal building has been issued. The permit shall be posted in such a manner that it can be observed from the exterior of the construction trailer.</p> <p>(3)<i>[Removal.]</i> The construction trailer must be removed from the property upon completion of the principal building(s) or at the end of the one year period, whichever occurs first. The Town Manager may grant one extension of a maximum six months, upon petition from the property owner, provided the petition demonstrates unexpected hardship, and steady construction progress such that construction can reasonably be completed within the six month extension period. A decision of the Town Manager to deny the request for extension may be appealed to</p>	
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		the Town Council subject to the requirements of Article 145, "Administrative Appeals."	
<b>Accessory Dwelling Unit (ADU)</b>	An accessory dwelling unit located on the same lot as a principal single family dwelling. An accessory dwelling is a complete, independent living facility equipped with a kitchen and provisions for sanitation and sleeping.	<p>Sec. 20-010: One accessory dwelling unit is permitted per parcel of land subject to the following standards:</p> <p>(1)<i>Parcel size.</i> Parcels shall be five acres or greater.</p> <p>(2)<i>Maximum floor area.</i> Accessory dwelling units shall contain no greater than 1,200 square feet of livable, floor space.</p> <p>(3)<i>Ownership.</i> The accessory dwelling unit shall remain accessory to and under the same ownership as the principal dwelling.</p> <p>(4)<i>Electric utilities.</i> Both the principal single family dwelling and the accessory dwelling shall be connected to the same electric utility meter.</p> <p>(5)<i>Compatibility.</i> An accessory dwelling unit shall be architecturally compatible in character and subordinate in size to the principal dwelling unit.</p> <p>Parking: 1 space/unit</p>	1. Allow for Caretaker's and Grooms quarters to be ADUs. However, don't need to be. Could be supplemental to an ag building (like loft to a barn).
<b>Accessory use</b>	A use naturally and customarily incidental, subordinate, and subservient to the principal use of the premises, and located on the same plot as the principal use. The area of an accessory		

	use shall be subordinate to that of the principal use.		
<b>Guest Cottage</b>	A structure or any part of a structure ancillary to a detached single-family dwelling unit, excluding mobile homes, and located on the same plot as the principle dwelling unit, that is occupied in whole or in part as the temporary residence or living quarter of one or more persons. This definition shall include any such living quarter that is connected to the principal dwelling unit by an open or enclosed breezeway or other structure that serves to merely connect the guest quarter to the principal dwelling, as contrasted with a customary home addition that is physically and functionally integral to the principal dwelling.	<ol style="list-style-type: none"> <li>1. Addressed in parking regs – not identified as a permitted use/accessory use etc. in zoning regs. 1 space required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Address kitchens specifically? Includes reference to temporary residence or living quarter which implies a kitchen can be included . . .</li> <li>2. Intended to be separate from ADUs and restrictions?</li> <li>3. Address as permitted accessory use in AR.</li> <li>4. Eliminate?? Only have ADU??</li> </ol>

**Other Types of Dwelling Units + Definitions**

	<b>Definition</b>	<b>Regulations</b>
Dwelling	Any building, or part thereof, occupied in whole or in part, as the residence or living quarters of one or more persons, permanently or temporarily, continuously or transiently.	
Dwelling Unit	A room or group of rooms not less than 400 square feet in total floor area, with direct access from the outside of the building or through a common hall, which includes independent and complete kitchen and sanitary facilities designed to provide complete, long-term living accommodations exclusively for one family, and which have no access to another dwelling unit or are designed in such a manner that access to another dwelling unit may be eliminated by closing or sealing interior doorways or openings.	
Single Family Dwelling Unit	A freestanding dwelling unit, sharing no walls with another dwelling unit, having all habitable areas within the building accessible from the interior of the building. Single-family dwellings shall not include trailer mobile homes, rooming or boarding houses, or dormitories, fraternities and sororities.	
Multi-family Dwelling Unit	-	-
Mobile Home	Not a defined term.	Term used in parking regs. 2 spaces/mobile home.
Trailer	A manufactured structure inspected, approved and licensed by the State of Florida Department of Motor Vehicles, constructed so as to permit occupancy thereof as sleeping or living quarters, or use for storage or conveyance for tools, equipment or machinery on a construction site, and so designed that it is or may be mounted on wheels and conveyed on highways and streets, propelled or drawn by other motive power from one location to another.	

<p><b>Manufactured Home</b></p>	<p>A residential unit, commonly referred to as a mobile home constructed to standards promulgated by the United States Department of Housing and Urban Development (HUD), as indicated by the presence of a HUD plate or sticker. (Ref: F.S. 553.36(14).</p>	<p>Sec. 20-010.</p>
<p><b>Modular Home</b></p>	<p>A closed structure, building assembly, or system of assemblies which may include structural, electrical, plumbing, heating, ventilating, or other service systems manufactured in manufacturing facilities for installation or erection as a finished residential building or as part of a residential building. The Florida Building Code and the Florida Fire Prevention and Life safety Codes shall be the minimum construction requirements governing the manufacture, design, construction, erection, alteration, modification, repair, and demolition of manufactured buildings. The Florida Department of Business and Professional Regulation, as evidenced by an insignia attached to the structure, certifies that the modular or factory built structure is in compliance with the Manufactured Building Act (Florida Statutes Chapter 553, as amended). (Ref: F.S. 553.36(13) and F.S. 553.355).</p>	<p>AR District: Permitted subject to Section 80-65</p>
<p><b>Bed and Breakfast</b></p>	<p>An owner-occupied and operated detached dwelling unit, other than a hotel, rooming house or boarding house, where sleeping accommodations without individual food preparation facilities, are provided for transient guests, with at least one meal per day prepared within a centralized kitchen for guests included for a nightly fee, and which does not utilize outside services or employees, except for those customarily found in single-family residential neighborhoods such as housekeeping and landscape maintenance. Bed and breakfasts accept reservations directly on the premises and advertise themselves as bed and breakfasts.</p>	<p>No references in zoning regs.</p>
<p><b>Boarding or Rooming House</b></p>	<p>An establishment providing transient lodging for a nightly fee that is not a hotel or bed and breakfast dwelling.</p>	<p>No references in zoning regs.</p>