



Council Agenda Item

Meeting Date:	May 19, 2026
Agenda Item:	Twin Oaks Mobile Home Park License Renewal
Staff Contact (name, email, phone):	Allison Schwark, Zoning Administrator/Code Enforcement

BACKGROUND

(Enter the who, what when, where, why)

The City of Whitewater Code Enforcement Department has recently notified Twin Oaks Mobile Home Park of their upcoming Mobile Home License renewal deadline, which has now passed as of May 1, 2026. Management/Ownership of the mobile home park has transferred once again, and new management has failed to submit an application for renewal along with all applicable documents.

Per ordinance it is required that the City of Whitewater inspect the park prior to any license issuance, or renewal consideration, and all violations be corrected and remedied. An inspection of the property was completed, and as of April 30, 2026, 92 trailers were found to be in violation of several ordinances.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

In 2025 a renewal was granted by the City of Whitewater for one year, as specified by ordinance.

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

Staff recommend that the City of Whitewater Common Council:

1. Review section 5.36.190, and impose the following per our ordinance: The failure to renew or to obtain a mobile home park license while a park is in operation is in violation of Wis. Stats. § 66.0435(2). A twenty percent per month fine of the regular fee shall be assessed against any person in violation of this section. The city administrator-clerk-treasurer will send by regular mail a notice of renewal thirty days prior to the renewal date. In the event of noncompliance after thirty days from the renewal date, a second notice shall be sent by registered mail. Failure to comply (i.e., payment of fine plus fee) after thirty days of the second notice mailing date, will require the dissolution of the mobile home park facility.

2. Review section 5.36.180 regarding revocation and consider taking the following action towards revocation:

Any license granted under this section may be revoked or suspended by the common council if the holder violates any provisions of this section, the building code of the city, or any local rule or regulation of the fire chief, health officer, or the Wisconsin Department of Health and Social Services.

Proceedings for revocation or suspension of a license shall be initiated upon a complaint filed with the city clerk, signed by any law enforcement officer, fire chief, health officer, or building inspector. The holder of the license shall receive written notice of a public hearing at least ten days

in advance and shall have the right to appear and be heard at the hearing regarding the revocation of the license. If the license is revoked or suspended by the council, the licensee may appeal the decision to the circuit court of Walworth County within twenty days of the revocation or suspension by filing a written notice of appeal with the city clerk and providing a surety bond to the city in the amount of five hundred dollars, guaranteeing the prosecution of the appeal and the payment of costs that may be adjudged against them.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. Violation Notice
2. Application Reminder Letter