

AGENDA
PLANNING COMMISSION
Regular Meeting
December 8, 2021
6:30 pm

Meeting via - Village Hall Conference Room. Masks must be worn to follow the governor's mask mandate.

I. Call to Order

II. Roll Call

III. Establishment of Quorum

IV. Reading and Approval of the Minutes

Approval of the November 24, 2021 Meeting Minutes.

V. Public Hearing(s)
No Public Hearing

VI. Unfinished Business

Review Mobile Home Park Ordinance Article IX "R-4" Mobile Home Park District.

VII. Discussion

VIII. New Business

IX. Public Comment

X. Other Business

XI. Adjournment

**VILLAGE OF COAL VALLEY, ILLINOIS
MINUTES OF THE PLANNING COMMISSION AND
ZONING BOARD OF APPEALS**

Held November 24, 2021 at 6:30 pm, Village Hall, Coal Valley, Illinois

I. Call to Order

The Planning Commission and Zoning Board of Appeals meeting called to order at 6:30 pm by Chairman Mathias.

II. Roll Call

Present: Mathias, Head, Farmer, Bealer, Ganahl

Absent: Rose

III. Establishment of a Quorum

Quorum present.

Others present at the meeting were Brian Mitchell; Building Inspector, Penny Mullen; Administrator.

IV. Reading and Approval of Minutes

A Motion made by Head to approve the minutes of the May 26, 2021 meeting, Ganahl seconded all ayes motion carried.

V. Public Hearing(s)

Application for a Variance addressing Section 3. ACCESSORY BUILDINGS. 3.001 TIME OF CONSTRUCTION. No accessory buildings or structures shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory, unless such accessory building is erected in preparation for the erection of the principal building and after the building permit has been issued for the principal building. To construct a Morton building on parcel 172-53000-16, prior to building the principal structure located at the corner of East 7th Street and East 19th Ave, Coal Valley, Illinois

Head made a motion to open the public hearing. Farmer seconded, public hearing opened.

Mathias asked if anyone in the audience would like to speak on behalf of the property. The proposed buyer or the property, Mrs. Spicer spoke about the size relation to the lot and need for storage of equipment to maintain the property and parking. Mrs. Spicer also stated that they intend to build a home on the property once building material prices drop in the next couple years. Resident Strandberg, 706 E 22nd Ave was concerned with water runoff from the construction of the building. The Spicer's stated that the run off should not be a problem with the way natural swale of the property. Head stated the concern with the size of the accessory building and how big the home construction would have to be.

Mathias asked for comments from the public three times. No comments made.

Head made a motion to close the public hearing. Farmer seconded, public hearing closed.

Mathias stated concerns in the Zoning Ordinance Article IV in 3.001 explains there is a one year timing stipulation, 3.003 is a height requirement and 3.004 are setbacks. Farmer stated that more information is needed as in a site plan and have all the layouts visible. Bealer stated she would like to see a site plan for both constructions. Discussion held

Farmer made a motion to table and continue the discussion until the owner provides the board with a site plan with all dimensions of the house and Morton building, to be certain it follows the ordinance guidelines. Ganahl seconded, all ayes to table until another meeting.

VI. Unfinished Business

No unfinished business.

VII. Discussion

No Discussion.

VIII. New Business

Review Mobile Home Park Ordinance Article IX “R-4” Mobile Home Park District.

Mathias opened up asking if any of the Board members had a chance to look at the ordinance and the changes. He stated questions he had was on drainage on each mobile home lot, but it is explained in the IDPH guidelines per Brian Mitchell; Building Inspector. Mathias was also concerned with the screening from Route 6. Head made a motion to table the discussion until next meeting December 8, 2021. Farmer seconded, all ayes.

IX. Public Comment

No public comment.

X. Other Business

No other business.

XI. Adjournment

Head made a motion to adjourn the meeting, Farmer seconded, all ayes; the meeting adjourned at 7:09 pm.

Amber Dennis
Secretary

VILLAGE OF COAL VALLEY
ORDINANCE NO.

BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF COAL VALLEY, ILLINOIS THAT THE FOLLOWING AMENDMENTS BE ADOPTED:

AN ORDINANCE AMENDING ARTICLE IX “R-4” MOBILE HOME PARK DISTRICT, CHAPTER 1 GENERAL PROVISIONS; CHAPTER 2 LICENSE & PERMIT; CHAPTER 3 STANDARDS.

ARTICLE IX “R-4” Mobile Home Park District

CHAPTER 1 GENERAL PROVISIONS

Section 1. GENERAL DESCRIPTION

This residential district provides for medium and high population density. The principal use of land is for planned mobile home parks, including mobile homes and other related facilities normally required to provide a balanced and attractive residential area. Internal stability, attractiveness, orderliness and efficiency are encouraged by providing for adequate light and open space for mobile homes and related facilities and through consideration of the proper functional relationship of the different uses.

Section 2. GENERAL DEFINITIONS

2.1 For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

2.2 **DEPENDENT MOBILE HOME** A mobile home which does not have toilet and bath or shower facilities.

2.3 **INDEPENDENT MOBILE HOME** A mobile home which has self-contained toilet and bath or shower facilities.

2.4 **MOBILE HOME** A structure designed for permanent habitation and so constructed as to permit its transport on wheels, temporarily or permanently attached to its frame, from the place of its construction to the location, or subsequent locations, at which it is intended to be a permanent habitation and designed to permit the occupancy thereof as a dwelling place for one or more persons.

2.5 **MOBILE HOME PARK** An area of land upon which independent mobile homes are harbored either free of charge or for revenue purposes, and shall include any building, structure, tent, vehicle or enclosure used or intended for use as a part of the equipment of the MOBILE HOME PARK.

2.6 **PERMANENT HABITATION** A period of two or more months.

2.7 **SITE** The lot on which the mobile home is harbored.

Section 2 3. PRINCIPAL USES.
Property and buildings in the "R-4" Mobile Home Park District shall be used only for the following purposes:

23.001 MOBILE HOMES.

23.002 MOBILE HOME PARKS established and licensed under the Mobile Home and Mobile Home Park Act of the State of Illinois (Sections 711 through 737, Chapter III ½ of the Illinois Revised Statutes, 1983)*

Section 4. RECORDS

The Village shall keep a record of all mobile home parks, which records are to show the names and addresses of all parks, names and addresses of the licensees, number of mobile home lots in each park, source of water supply, system of sewage and garbage disposal and any other information desired by the city Village.

CHAPTER 2 LICENSE AND PERMIT

Section 1. REQUIRED

No person shall establish, maintain, conduct or operate a mobile home park within the corporate limits without first obtaining a license therefor from the Village. No person shall construct a mobile home park without a permit. **CONDUCT OR OPERATE A MOBILE HOME PARK** as used in this chapter shall include but not necessarily be limited to supplying or maintaining common water, sewer or other utility supply or service, or the collection of rents directly or indirectly from five or more independent mobile homes.

Section 2. HEALTH REGULATIONS SUPPLIED; POSTED

The Village shall supply licenses of all parks with any and all health rules and regulations pertaining thereto made by the Village. Any changes that may be made from time to time, and the rules and regulations shall be posted by the management of the park in a protected, conspicuous place within the park.

Section 3. APPLICATION; FEE

In order to obtain a permit to construct or an original license to operate a mobile home park, the applicant shall file with the Village Clerk a written application and plan documents, and the plan documents shall be prepared by a registered engineer or architect licensed to practice in the state, with registration seal affixed, setting forth:

3.1 The full name and address of the applicant or applicants, or names and addresses of the partners if the applicant is a partnership, or the names and addresses of the officers if the applicant is a corporation, and the present or last occupation of the applicant at the time of the filing of the application;

3.2 The location and legal description of the tract of land upon which it is proposed to operate and maintain a mobile home park;

3.3 The proposed and existing facilities in the mobile home park for water supply, sewage, garbage and waste disposal, fire protection and the proposed alterations therein and the maintenance thereof;

3.4 The proposed method of lighting the structures and land upon which the mobile home park is to be located;

3.5 The plot plans of the mobile home park, building plans and specifications for existing buildings and facilities, and the plans and specifications for new buildings and facilities, or the proposed alterations in existing facilities, all as may be required by this chapter and rules and regulations adopted pursuant hereto; and

3.6 A statement of the firefighting facilities, public or private, which are available to the mobile home park.

3.7 An affidavit of the applicant as to the truth of the matters contained in the application shall be attached thereto. Each application shall be accompanied by an application fee of \$150. The application fee once paid to the Village shall not be refunded.

3.8 When the Village has approved an application for a permit to construct or make alterations upon a mobile home park or the appurtenances thereto or a license to operate and maintain the same, it shall retain the original and keep a file thereof, and one copy shall be returned to the applicant or his or her agent and one copy to the Village Clerk.

3.9 The Village shall draft and supply all forms and blanks and specify the number and detail necessary to obtain permits to construct or make alterations upon parks, and for a license to operate and maintain a park according to this chapter.

Section 4. ISSUANCE; DENIAL; APPLICATION FOR CHANGES

4.1 Upon receipt of an application for a permit to construct a mobile home park or an application for a license to operate and maintain the same, the Village shall, if the park is or the proposed park will be in conformity with this chapter and the rules and regulations adopted by the Village pursuant thereto, issue a permit to construct or an original license, as the case may be. If the application for a permit to construct or a license is declined, the Village shall give the reasons therefor in writing to the applicant; and if the objections can be corrected, the applicant may amend his or her application and resubmit it for approval.

4.2 If a permit to construct a park has been issued, the applicant upon completion thereof shall notify the Village. The Village shall then inspect the park. If completed in accordance with the accepted application, the Village shall issue a license.

4.3 No change in any sanitary facilities, methods of water supply, sewer, drainage, garbage or waste disposal, and no change in the plot plan shall be made without first making a written application to the Village and receiving a written permit therefrom. The application shall be made in the way and manner hereinbefore set forth, except that a fee amounting to \$50 shall accompany each application for a permit to increase the size of a park. No application fee shall be required to accompany an application for a permit to alter a mobile home park where the alteration involves only a reduction in the number of mobile home spaces to a number less than that for which the park is currently licensed.

Section 5. DURATION

5.1 Mobile home construction permits are valid for one year from the date of issue, but may be extended by the city village.

5.2 Each mobile home park license shall expire one year from date of issue and a new license may be issued upon proper application and payment of the annual license fee, provided the applicant is in substantial compliance with this chapter and the rules and regulations adopted pursuant hereto.

Section 6. FEES; PAYMENT

6.1 In addition to the application fee provided for in this subchapter, the licensee shall pay to the Village on or before Jan1st of each year or at other dates as the Village may designate, an annual license fee which shall be \$150 plus \$25 for each occupied mobile home space in the park and \$10 for each unoccupied mobile home space in the park. The licensee shall pay to the Village \$10 for each additional mobile home space added to his or her park under authority of a written permit to alter the park, payment for the additional mobile home spaces to be made and an amended license therefor obtained before any mobile homes are accommodated on the additional mobile home spaces. The Village shall issue an amended license to cover the additional mobile home spaces, when they are to be occupied before the end of the license year, for which an annual license has been previously issued.

6.2 Each license fee shall be paid to the Village Clerk and any license fee or any part thereof, once paid to and accepted by the Village Clerk, shall not be refunded. The Village Clerk shall deposit all funds received under this subchapter with the Village Treasurer.

Section 7. TRANSFERABILITY

All licenses issued under this subchapter shall be nontransferable without the written consent of the Village; provided, however, that the Village may not withhold consent where the provisions of this subchapter have been met.

Section 8. DISPLAY

Each permit to construct, license to operate and permit to make alterations therein pursuant to this subchapter shall be prominently displayed in the office of the park for which issued.

Section 9. SUSPENSION OR REVOCATION; NOTICE

9.1 Any license granted under this subchapter shall be subject to revocation or suspension by the Village. However, the Village shall first serve or cause to be served upon the licensee a written notice in which shall be specified the ways in which the licensee has failed to comply with the statute, or any rules or regulations promulgated by the Village pertaining thereto.

9.2 The notice shall require the licensee to remove or abate the nuisance, unsanitary or objectionable condition, specified in the notice, within five days or within a longer period of time as may be allowed by the Village.

9.3 If the licensee fails to comply with the terms and conditions of the notice, within the time specified or the extended period of time, the Village may revoke or suspend the license, after due notice is provided to the licensee, and a hearing is held before the Village Board to present evidence of grounds for revocation or suspension.

CHAPTER 3 STANDARDS

Section 1. COMPLIANCE

Each mobile home park licensed or to be constructed under the provisions of this chapter shall be operated and maintained in accordance with the requirements in this subchapter.

Section 2. ATTENDANT; MAINTENANCE

Every mobile home park shall be in charge of a responsible attendant or caretaker whose name shall be on file at all times with the Village and whose duty it shall be to maintain the park, its facilities and equipment in a clean, orderly and sanitary condition, and shall be responsible, with the licensee, for any violation of the provisions of this chapter.

- Section 3. **MINIMUM ACREAGE**
Any new mobile home park community shall be no less than ten acres.
- Section 4. **DRAINAGE**
No park shall be so located that the drainage of the park area will endanger any water supply. All parks shall be well drained. No wastewater shall be deposited on the surface of the ground within the mobile home park.
- Section 5. **AREA**
Each lot, space or site on which each single mobile home is accommodated shall have a minimum area of not less than 5,000 square feet. The lot area may be decreased by any amount to a minimum area of 3,500 square feet as long as common open space is set aside equal to the amount of space each lot is reduced below 5,000 square feet. Each lot shall have a width of not less than 40 feet, and no park shall be permitted an average density of mobile home lots of more than eight per acre, and each mobile home park shall provide an area of not less than ten acres.
- Section 6. **LOCATION ON LOT**
All mobile home parks shall provide lots sufficient to maintain the following minimum requirements.
- 6.1 No mobile home or any structure, addition or appurtenance thereto shall be located less than ten feet from the nearest adjacent lot boundary, public street, alley or building.
- 6.2 Space between mobile homes may be used for the parking of motor vehicles if the space is clearly designated and the vehicle is parked at least eight feet from the nearest adjacent lot boundary.
- Section 7. **ACCESS**
Each mobile home site shall abut or face a driveway, roadway or street of no less than 24 feet in width, which shall have unobstructed access to a public highway or alley.
- Section 8. **SANITATION**
All appropriate state and Village sanitation regulations shall be strictly observed.
- Section 9. **LANDSCAPING; COMMON AREAS**
The mobile home park shall be surrounded by a landscaped strip of open space 50 feet wide along the street frontage of a major street and 25 feet wide along all other lot lines or street frontages. Not less than 8% of the mobile home park area, excluding streets, shall be set aside for common open space and recreational facilities.
- Section 310. **SCREENING.**
When a Mobile Home Park is established, or expanded or altered, and such use is created adjacent to a property zoned residential, the Mobile Home Park owner will establish a landscape screening and buffer strip at least (5) feet wide along all property boundary lines. Where effective visual barriers do not already exist along such property boundary lines, the buffer strip shall be furnished with screening at least (5) feet high and consisting of fences (other than chain-link), freestanding walls or natural growth. Natural growth shall consist of a compact growth of shrubbery, hedges, evergreens or other suitable planting sufficient to serve as an effective visual screen. Fences or walls shall not contain electrical charges, barbed wire, broken glass or other material designed to do bodily harm. area between the mobile home park use and the residential zoned property. Such landscaped screening and buffer area shall be located within the mobile home park zoned property and shall consist of a suitable combination of plant materials and fencing to visually screen the mobile home park use from the residential zoned area on a year-around basis.

Failure to provide and maintain such a landscape screening and buffer shall constitute a violation of the Ordinance. All screening must be reviewed and approved by the Village prior to any construction.

Section 11. WATER SUPPLY

An adequate supply of water of safe, sanitary quality approved by the Village shall be furnished at each park. Where water from other sources than that supplied by the Village is proposed to be used, the source of the supply shall first be approved by the Village. Each site shall be provided with a cold water tap located in accordance with regulations of the Village.

Section 12. SEWERAGE

12.1 **DISPOSAL.** All sewage and other water-carried wastes shall be disposed of into a municipal sewerage system whenever the interceptor or sewer main of the system is adjacent to the park. In parks in which these connections are not available, disposal shall be into a private system which includes a sanitary means of disposal, the operation of which creates neither a nuisance nor a menace to health.

12.2 **SEWER CONNECTIONS.** When a water carriage system of sewage is used, each site shall be provided with a sewer connection for the combined liquid waste outlet or outlets of each mobile home. It shall be the duty of the owner or operator of the park to provide an approved type of water- and odor-tight connection from the mobile home water drainage to the sewer connection, and it shall be the duty of the owner or operator to make the connection and keep all occupied mobile homes connected to the sewer while located in the park. Sewer connections in unoccupied sites shall be so closed that they will emit no odors or cause a breeding place for flies. No water or waste shall be allowed to fall on the ground from a mobile home.

Section 13. GARBAGE CONTAINERS

13.1 A sufficient number of adequate fly-proof and watertight containers in accordance with rules and regulations adopted by the Village shall be supplied for the storage of garbage except where an adequate incinerator is provided.

13.2 Garbage containers shall be emptied at least once a week and shall not be filled to overflowing, or allowed to become foul smelling or a breeding place for flies.

13.3 Garbage and rubbish shall be disposed of in a manner which creates neither a nuisance nor a menace to health and which is approved by the Village.

Section 14. INSEAT AND PEST CONTROL

Adequate insect and rodent control measures shall be employed. All buildings shall be fly-proof and rodent-proof, and rodent harborages shall not be permitted to exist in the park or pathways.

Section 15. FIRE EXTINGUISHERS

Mobile homes in mobile home parks shall each be equipped with fire extinguishers in working order, one in each end of the mobile home.

Section 16. PORCHES, CANOPIES AND SKIRTS

Temporary porches, canvas-roofed canopies and skirts shall be permitted for mobile homes and auxiliary rooms may also be authorized by regulation of the Village if constructed of fire-resistant materials of the specifications as shall be required by the regulations.

Section 17. **STREETS AND DRIVEWAYS**

All streets and driveways in every park must be maintained in a passable and reasonably dust-proof condition at all times, and all streets and driveways in every park established shall have a minimum width of 24 feet for streets or driveways.

Section 18. **MAINTENANCE OF APPLIANCES**

The management of every park shall assume full responsibility for maintaining in good repair and condition all sanitary, electrical and safety appliances in the park, and shall promptly bring action as is necessary to prosecute or eject from the park any person or persons who willfully or maliciously damage the appliances, or any person or persons who fail to comply with the regulations of this chapter.

Section 19. **ELECTRICAL OUTLETS**

Electrical outlets for each individual site shall be provided and the installation shall be in accordance with all state or local codes and ordinances.

Section 20. **DEPENDENT MOBILE HOMES**

In no event shall a dependent mobile home or nonpermanent shelter or other vehicles designed or used for sleeping purposes, other than an independent mobile home, be permitted for occupancy at any time in a mobile home park.

Section 21. **COMMUNITY FACILITIES**

When community kitchens, dining rooms, laundries or other facilities are provided, the facilities and equipment that are supplied must be maintained in a sanitary condition and kept in good repair, subject to rules and regulations as may be issued by the Village.

Section 22. **REGISTRATION OF MOBILE HOMES**

Each mobile home park shall be provided with a custodian's office where each mobile home entering the park shall be assigned to a site, given a copy of the park rules and registered according to the prescribed form. The registration shall include the name and address of the owner and every occupant of the mobile home and the square feet of floor space contained in the mobile home. The registration shall also include the license number of the mobile home and of the towing vehicle, if there is any, and the state issuing the licenses. The register shall be signed by the owner or operator of the mobile home. Any person furnishing misinformation for purposes of registration shall be deemed guilty of a misdemeanor and punishable under the general statutes for the offense. The registration records shall be neatly and securely maintained, and no registration records shall be destroyed until six years have elapsed following the date of registration. The register shall be available at all times for inspection by all law enforcement officers and by the Village.

Section 23. **DISPLAY CERTIFICATE**

23.1 No mobile home shall be admitted to a mobile home park without having displayed in accordance with § 3-120 of the Illinois Vehicle Code, (ILCS Ch. 625, Act 5, § 3-120), as amended, a display certificate of title. A mobile home park operator who admits a mobile home without proper display certificate of title shall be guilty of an offense.

23.2 Representatives of the Village and all other law enforcement officers may enter any mobile home park at any time for the purpose of determining which, if any, mobile homes located therein do not have displayed the display certificate of title referred to hereinabove.

Section 24. **NEW MOBILE HOME SETS**

No mobile home shall be brought into the park that is older than 7 years from the date of manufacture.

Section 25. OCCUPANCY

No mobile home shall be occupied prior to receiving a full inspection by the Village Building Inspector and having obtained a Certificate of Occupancy. The fee for mobile home inspection shall be \$25.

PASSED AND APPROVED this _____ day of _____, 2021

Roll Call Vote

Ayes: _____

Nays: _____

Absent/Abstained: _____

Michael Bartels, President

Attest: Deanna Hulliger, Village Clerk