

THE LAURENS COUNTY PLANNING COMMISSION



C/O Laurens County Administration
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COMMISSION MEMBERS

Kay B. Weeks, Chairwoman
Robert A. Brewington, Vice Chairman
Vacant
Posey Copeland
Sylvester Grant
David Nelson
Samuel Peden

ADMINISTRATIVE STAFF

Jon Caime, Administrator
Betty C. Walsh, Clerk to Council
Chuck Bobo, Codes Official

AGENDA

LAURENS COUNTY PLANNING COMMISSION
HILLCREST SQUARE – ADMINISTRATION BUILDING
OCTOBER 18, 2016 – 5:30 P.M.
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5:30 P.M..... Call to Order – Kay Weeks, Chair  
Laurens County Planning Commission  
  
Invocation – everyone invited to stand  
Pledge of Allegiance  
Approval of Agenda – October 18, 2016  
Approval of Minutes – September 22, 2016

- 1.) New Business:
  - a.) Update on visit to Greenville County, Chuck Bobo, Codes Officer
  - b.) Discussion on the next Ordinance to work on.
- 2.) Old Business:
  - a.) Discussion of Planning Commission “Policy and Procedure”
  - b.) Edit #3 Review - Mobile Home Ordinance
- 3.) Public Comment – If necessary *(Those wishing to address the Commission are required to sign in prior to the meeting and are not to exceed five minutes per topic).*
- 4.) Administrative Reporting (If necessary)
- 5.) Commission Member Comments.
- 6.) Adjournment

MINUTES  
LAURENS COUNTY PLANNING COMMISSION  
TUESDAY, SEPTEMBER 22, 2016 – 5:30 P.M.  
CHURCH STREET OFFICE COMPLEX

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ATTENDANCE: MEMBERS PRESENT - Kay Weeks, Chair; Commission Members Bob Brewington; Posey Copeland; Sylvester Grant and Samuel Peden.

MEMBERS ABSENT: Commission Members, Beth Holmes (resigned) and Michael Smith (resigned).

COUNTY STAFF: Chuck Bobo, Laurens County Building Codes Official; Betty Walsh, Laurens County Clerk to Council, Jon Caime, County Administrator and Rob Russian, Public Works Director.

COUNTY COUNCIL MEMBERS PRESENT: County Councilman Garrett McDaniel.

GUESTS:

PRESS – No Press

SCHEDULED AGENDA ITEMS – 1.) Call to Order; 2.) Invocation and Pledge of Allegiance; 3.) Approval of Agenda September 22, 2016; 4.) Approval of minutes from August 16, 2016; 5.) New Business: None; 6.) Old Business; a.) Discussion of Planning Commission “Policy and Procedure”; b.) Review of seventy foot (70’) Antenna pole request by Mobility for placement in upper Laurens County, Rob Russian, Public Works Director and Chuck Bobo, Codes Officer; c.) Proposed next review / consolidation - Mobile Home Ordinances; 6.) Public Comment; 7.) Administrative Reporting; 8.) Commission Member Comments; 9.) Adjournment.

CALL TO ORDER – Chairwoman Weeks called the meeting of the Planning Commission to order at 5:32 P.M. in the Conference Room of the Hillcrest Square, Administrative Offices on August 16, 2016.

Chairwoman Weeks informed all present that Beth Holmes has resigned from the Planning Commission.

Chairwoman Weeks asked for all to stand for the invocation delivered by Vice Chairman Brewington and was followed by the Pledge of Allegiance by everyone.

APPROVAL OF AGENDA – The August 16, 2016 agenda was approved with a MOTION from COMMISSIONER COPELAND and a SECOND from VICE CHAIRMAN BREWINGTON; VOTE 5-0.

APPROVAL OF MINUTES – The June 21, 2016 minutes were approved with VICE CHAIRMAN BREWINGTON making the MOTION with COMMISSIONER COPELAND SECONDDING: VOTE 5-0.

NEW BUSINESS: NONE

OLD BUSINESS:

a.) DISCUSSION OF PLANNING COMMISSION “POLICY AND PROCEDURE” – Chairwoman Weeks asked Mr. Grant if he had read the document since he was new to board. Mr. Grant said that he had not. Mrs. Walsh is to get him a copy to review.

Chairwoman Weeks said, “The Planning Commission approved this in early 2016 and I am not sure what the County Administrator is really wanting us to do with it now. We will conduct further review once there is a full slate of Commissioners”.

- b.) REVIEW OF SEVENTY FOOT (70') ANTENNA POLE REQUEST BY MOBILITY FOR PLACEMENT IN UPPER LAURENS COUNTY, ROB RUSSIAN, PUBLIC WORKS DIRECTOR AND CHUCK BOBO, CODES OFFICER – Mr. Russian reported that as per the County Attorney, it would fall under the classification of the Cell Tower Ordinance.

Continuing, Mr. Russian said, “It is my understanding that Mobility is supposed to work up a variance request for the Commission to consider. Also the Engineers are looking for an alternate location including the size of the tower in order to make this project work”.

The Planning Commission took no action and is awaiting a reply from Mobility.

- c.) PROPOSED NEXT REVIEW / CONSOLIDATION - MOBILE HOME ORDINANCES – Administrator Caime informed the Commission Members that an internal committee (County Treasurer, Codes, Assessor and County Administrative Staff) has had two (2) meetings to determine how their offices are involved with the regulation of mobile homes.

Chairwoman Weeks stated that during those meetings, there were several things that got her attention. One foremost was the fact that a lot of people just cannot afford all of these extra things. Administrator Caime replied, “There are a lot of things that really do not belong in our ordinances such as fines and fees. They need to be in a separate Resolution. A Resolution can be changed quicker than an Ordinance. The second area that needs to be pulled out is enforcement”.

Vice Chairman Brewington noted that in all of the ordinances, there needs to be a consistent reference to departments. Mrs. Walsh stated that that was true and it evolved in some ordinances before there even was a Codes Department in Laurens County.

Noted below were discussion points that either were expanded upon or deleted by the Commission Members present.

1.3 General Requirements/Applicability:

- h.) All Manufactured homes, ~~subdivisions and parks~~ must meet the requirements of the Laurens County Flood Prevention and Erosion / Sediment Control & Stormwater Management Ordinances when applicable.
- e.) All Manufactured homes located within the unincorporated areas of Laurens County must be registered with the Laurens County ~~Building~~ Codes Department and have a valid permit sticker posted in a window visible from the street or driveway.

**SECTION 2 – DEFINITIONS.** All definitions were to be reviewed to determine if they were used in the ordinance.

**SECTION 3 PERFORMANCE STANDARDS - MANUFACTURED HOMES**

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3.1 Process for Permitting a Manufactured Home:

- a. All manufactured home movers and setup companies shall be licensed and registered with the Department of Labor, Licensing and Regulation according to section 40-29-30 of the South Carolina Code of Laws. (OPTION TO DELETE – C BOBO TO DETERMINE)

3.1 Minimum Setback Requirements:

- a. ~~Thirty feet (30') from any road, street or highway right of way measured in a straight line from the exterior of the structure at a 90-degree angle to the closest point.~~

- b. ~~Fifteen feet (15') from any property line, utility easement or right-of-way measured in a straight line from the exterior of the structure at a 90-degree angle to the closest point.~~
- e. ~~Twenty five feet (25') feet from any other structures on property except for well-pump houses, detached garages, utility buildings or other similar non-habitable structures.~~

3.3 Manufactured Home Installation Requirements for private lots, subdivisions and parks:

- a. Foundations and tie-downs must be constructed in accordance with the manufactures specifications, **or and** the South Carolina Manufactured Housing Board's Regulations section 79-42, or an engineered design.
- b. Underpinning must be **used at the time of installation consisting of** brick, masonry, vinyl or prefabricated material designed specifically for such use.
- c. ~~Wood, roofing materials or metal, unless specifically designed to be used as underpinning, will not be accepted. Proper ventilation and crawl-space access must also be provided.~~
- d. All water supply and sewage plumbing, steps, landings, decks, handrails, guardrails, ramps, electrical, gas, and HVAC installations must be installed in accordance with the requirements the latest state adopted International Residential Code.
- e. ~~Denial of issuance of a manufactured home permit under this section may be appealed to the Manufactured Home Appeal Committee under procedures set forth in section 6.3 of this ordinance.~~

3.4 Manufactured Home Detitling / Permanent Structures: (STAFF TO DETERMINE HOW STATE CODE INVOLVES DETITLING)

- a. Home must be underpinned with brick, masonry or concrete, which is supported by a continuous footing as required in the most recently adopted international residential code.
- b. Home must meet all requirements of this ordinance section 3.3.
- c. Home and land must be in the same name.
- d. Applicant must complete form and checklist provided by the county.
- e. Home must be registered with the county with current taxes paid.

PAGE 8, SECTION 3, PERFORMANCE STANDARDS - INDIVIDUAL MOBILE HOMES.  
3.4 SKIRTING (Paragraph 7):  
  
3.4 Skirting  
  
Skirting is required within sixty (60) days after being sited. (may be wood, brick, mortar, mesh or vinyl.)  
  
Openings shall conform with Uniform Standards as herein defined - 48" X48" minimum with door that latches

Was in Ord #436 from 1997

Not in Ord #655

**SECTION 4 — STANDARDS — MANUFACTURED HOME PARKS**

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~~The establishment or expansion of a manufactured home park shall comply with the following design and development standards and meet the requirements of the Laurens County Subdivision Ordinance #418:~~

- ~~4.1 Water and Sewer All proposed parks shall be served by public water and sewer systems or other systems, plans of which shall be approved by DHEC.~~
- ~~4.2 Signage, names All manufactured home parks containing five (5) or more units must provide a sign of at least six (6) square feet indicating the name of the park. Park names shall not be phonetically similar to other parks or subdivisions.~~
- ~~4.3 Refuse Disposal Each lot of a manufactured home park must be provided with a refuse container or have access to a centralized refuse container on site, either of which are collected on a weekly basis. Centralized containers must be buffered from sight on three sides with a six foot (6') tall privacy fence constructed of wood or other approved materials.~~
- ~~4.4 Legal Owner and / or Operator Manufactured Home Park The legal owner and / or operator of the Manufactured Home Park shall at all times operate the park in compliance with the regulations of this ordinance.~~
- ~~4.5 Inspection of Manufactured Home Parks All of the park requirements stated in this ordinance must be inspected and approved by the Laurens County Building Codes Department prior to any installation of homes. These requirements must also be maintained as long as the park is in operation.~~
- ~~4.6 Existing Manufactured Home Parks All manufactured home parks in existence at the time of the adoption of this ordinance can continue to operate at its current capacity. Existing, nonconforming, parks cannot increase their size, number of lots or replace existing homes without meeting the requirements of this ordinance.~~

## **SECTION 6           LEGAL STATUS**

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### **6.1    Authority**

This Ordinance is adopted pursuant to authority conferred by the South Carolina Code of   Laws upon the County of Laurens. This ordinance repeals and replaces Ordinances #529 and #401.

#### **Add in's requested by Chuck Bobo:**

- 1: Side setbacks same as Subdivision (section 3.2)
2. Add refer to Laurens County Mobile Home setup guide (section 3.3 d)
3. Homeowner or dealer should be responsible for setback verification. If the County must verify have a licensed surveyor on site. (Def 18 & 3.1)
4. Need a Fine for moving a home without moving permit properly displayed on back of home. (5.2)
5. Change de-title home criteria to masonry skirting only (3.4 refers back to 3.3, but b is for all homes, it should be masonry only for de-title homes.)
6. Add M.H. additions by manufacturers design. (1.3 f)
7. Within 15 days of moving a home into or within the County, the owner shall obtain mobile home license (decal) from the County.
8. Pre"76" (Homes without H.U.D. inspection placards) homes are not allowed to be moved into the County or within the County. (1.3e)

**OLD BUSINESS:** There was no old business planned for discussion.

**PUBLIC COMMENTS** – Chairwoman Weeks opened the floor for any public comments. Having none, she continued with the agenda items.

**ADMINISTRATIVE REPORTING** - Chairwoman Weeks opened the floor for any comments.

**COMMISSION MEMBER COMMENTS** – Commissioner Copeland stated that he would like to see this Commission being paid at least for mileage. Administrator Caime asked if Mr. Copeland is he was addressing this as a motion.

COMMISSIONER COPELAND made the MOTION for the mileage for the Commissioners be reinstated.  
COMMISSIONER PEDEN SECONDING; VOTE 4-0.

**ADJOURNMENT** - Having no further business, there was a CONSENSUS to adjourn at 6:58 P.M.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Betty C. Walsh". The signature is written in dark ink and is positioned above the printed name and title.

Betty C. Walsh  
Laurens County Clerk to Council



**POLICY**

**OF PROCEDURE**

**LAURENS COUNTY**

**PLANNING COMMISSION**

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## PROCEDURE

### PLANNING COMMISSION - COUNTY OF LAURENS

#### SECTION I ORGANIZATION

- 1.) **Planning Legislation in South Carolina** - The authority for local governments to undertake planning and to adopt zoning and land development regulations is granted by the General Assembly. The General Assembly authorized municipal planning and zoning in 1924 and county planning in 1942.

The Local Government Comprehensive Planning Enabling Act of 1994 replaced the 1967 Act, repealed all of the above statutes and required all local comprehensive plans, zoning and land development ordinances conform to the 1994 Act by December 31, 1994. The 1994 Act, with subsequent amendments, is codified at S.C. Code Title 6, Chapter 29.

- 2.) **Local Planning Organizational Structures** - Local governments must establish a local Planning Commission to begin comprehensive planning. Several types of Planning Commissions may be created by ordinance. S.C. Code § 6-29-310 through § 6-29-380. See Appendix B for model ordinances.
- 3.) **County Planning Commission** - A County Council can create a County Planning Commission of five (5) to twelve (12) members. The commission's authority is limited to the unincorporated area of the county.
- 4.) **Name of Commission** - The Official name of the Commission shall be the Laurens County Planning Commission
- 5.) **Established** - The Laurens County Planning Commission was established by enactment of an ordinance to create the Commission by the Laurens County Council on March 15, 1971. There were ordinances of reorganizational processes during the years with the last being by Ordinance on June 24, 1997.

These rules of procedure are adopted pursuant to South Carolina Code § 6-29-310 for the Laurens County Planning Commission, which consists of members, appointed by County Council.

#### SECTION 2. MEMBERSHIP

1. **Other office.** A Planning Commission member cannot hold an elected public office in the municipality or county making the appointment.
2. **Terms.** The governing body must appoint members for staggered terms. Members serve until their successors are appointed and qualified.
3. **Compensation.** Compensation of Planning Commission members, if any, is determined by the local government creating the commission. Usually, members serve without pay. However, they may be reimbursed for authorized expenses incurred in the performance of their duties.
4. **Vacancy.** The local government making the original appointment must fill any vacancy for the unexpired term.
5. **Removal.** The local government governing body may remove for cause any member it appoints.

6. **Appointments.** When making appointments, the local governing body must consider professional expertise, knowledge about the community and concern for the future welfare of the total community and its citizens.
7. **Community interest.** Commission members must represent a broad cross section of the interests and concerns within the jurisdiction.

**SECTION 3. OFFICERS** - The officers of the Commission shall be a Chairman and Vice-Chairman elected for one-year terms at the first meeting of the Commission in each calendar year. The Commission shall appoint a member of the staff of the County as Secretary of the Commission.

- 1.) **Chairman** - The Chairman shall be a voting member of the Commission and shall:
  - a.) Call meetings of the Commission;
  - b.) Preside at meetings and hearings;
  - c.) Act as spokesman for the Commission;
  - d.) Sign documents for the Commission;
  - e.) Transmit reports and recommendations to Council; and
  - f.) Perform other duties approved by the Commission.
- 2.) **Vice-Chairman** - The Vice-Chairman shall exercise the duties of the Chairman in the absence, disability or disqualification of the Chairman. In the absence of the Chairman and Vice-Chairman, an acting chairman shall be elected by the members present.
- 3.) **Secretary** - The Secretary shall:
  - a.) Provide notice of meetings;
  - b.) Assist the Chairman in preparation of agenda;
  - c.) Keep minutes of meetings and hearings;
  - d.) Maintain Commission records as public records;
  - e.) Attend to Commission correspondence; and
  - f.) Perform other duties as requested / approved by the Commission
- 4.) **Additional Duties** - The Chairman, Vice-Chairman, and Secretary shall perform such other duties and functions as may from time to time be required by the Commission or by its By-Laws.

**SECTION 4 EDUCATIONAL REQUIREMENTS FOR PLANNING COMMISSION** - Amendments in 2003 to the Comprehensive Planning Act added mandatory orientation and continuing educational requirements for local Planning Commission members, as well as for other appointed officials and professional employees involved with local zoning and planning entities. These requirements are set out in Article 9 of the Act (S.C. Code § 6-29-1310, et seq.).

The educational requirements apply to “appointed officials” (defined as Planning Commissioners, board of zoning appeals members, and board of architectural review members) and “professional employees”(defined as a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator or zoning official). S.C. Code § 6-29-1310. Exemptions from the educational requirements are allowed for individuals who have (1) a certification by the American Institute of Certified Planners; (2) a master’s or doctorate degree in planning from an accredited college or university; (3) a master’s or doctorate degree or specialized training or experience in a field related to planning (as determined by the State Advisory Committee on Educational

Requirements for Local Government Planning or Zoning Officials and Employees); or (4) a license to practice law in the state. S.C. Code § 6-29-1350. Exempted individuals are required to file a certification form and documentation of the exemption as required by Section 6-29-1360.

The 2003 amendments created a State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. The Committee consists of five members appointed by the governor with the advice and consent of the Senate. The Committee approves the education programs then compiles and distributes a list of approved education programs. S.C. Code § 6-29-1330.

The educational requirements consist of (1) a minimum of six hours of orientation training, and (2) a minimum of three hours of annual training after the first year of service or employment. Individuals must complete the orientation training six months prior to or one year after the initial date of appointment or employment. A person who attended six hours of orientation training for a prior appointment or employment is not required to re-take the orientation training for a subsequent appointment or employment after a break in service but is required to comply with the annual requirement.

The training program may include such subjects as land use planning, zoning, floodplains, transportation, community facilities, ethics, public utilities, wireless telecommunication facilities, parliamentary procedure, public hearing procedure, administrative law, economic development, housing, public buildings, building construction, land subdivision, and powers and duties of the Planning Commission, board of zoning appeals or board of architectural review. S.C. Code § 6-29-1340. By December 31 of each year, the local governing body must provide its clerk with a list of appointed officials and professional employees involved with a planning or zoning entity. The local governing body also must annually inform each planning or zoning entity in its jurisdiction of the requirements of Article 9. S.C. Code § 6-29-1320. The local governing body is responsible for providing approved education programs or funding approved education courses provided by others. S.C. Code § 6-29-1370.

Annual certification of compliance with the educational requirements must be filed with the clerk of the local governing body on a form prescribed by S.C. Code § 6-29-1360. Filing the certification is the responsibility of the appointed official or professional employee. The yearly filing is due no later than the anniversary date of appointment or employment. The form is a public record. Failure to complete the requisite education requirements or to file the certification form and documentation may result in removal of an appointed official from office for cause. Failure of a professional employee to complete the requirements or file the certification may result in suspension or removal from employment relating to planning or zoning. Falsification of the certification or documentation bars subsequent appointment as an appointed official or employment as a professional employee. S.C. Code § 6-29-1380.

## SECTION 5 MEETINGS

- 1.) **Regular Meetings** - The regular meetings of the Planning Commission shall be held on the third Tuesday of each month.
- 2.) **Special Meetings** - Special meetings may be called by the Chairman, provided that reasonable advance notice is given each member.
- 3.) **Time and Place** - An annual schedule of regular meetings shall be adopted, published and posted at the designated County Offices in December of each year. Special meetings may be called by the Chairman upon twenty-four (24) hours' notice, posted and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

- 4.) **Agenda** A written agenda shall be furnished by the Secretary to each member of the Commission and the news media, and shall be posted at least five (5) days prior to each regular meeting, and at least twenty-four (24) hours prior to a special meeting. Items may be added to the agenda at a meeting by majority vote.
- 5.) **Quorum** - A majority of the members of the Commission shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.
- 6.) **Attendance** If any member shall fail to attend three (3) consecutive regular meetings of the Planning Commission, such member shall be deemed to have resigned. The Planning Commission shall request the County Council to fill the vacancy.
- 7.) **Rules of Order** - Robert's Rules of Order shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.
- 8.) **Voting** - A member must be present to vote. Each member shall vote on every question unless disqualified by law. The question of disqualification shall be decided by the member affected, who shall announce the reason for disqualification, give it to the Chairman in writing, have it placed in the minutes, and refrain from deliberation or voting on the question.
- 9.) **Conduct** - Except for public hearings, no person shall speak at a Commission meeting unless invited to do so by the Commission.
- 10.) **Order of Business** The Secretary shall prepare the agenda of the regular meetings so that items represented by persons expected to be in attendance shall be considered first while items anticipated to have lengthier discussions shall be considered last.
- 11.) **Meetings Open** - All meetings of the Planning Commission at which official action is taken shall be open to the public.
- 12.) **Records Open** - All records of the Commission shall be a public record.
- 13.) **Minutes** - The Secretary shall record all meetings and hearings of the Commission on tape which shall be preserved until final action is take on all matters presented. The Secretary shall prepare minutes of each meeting for approval by the Commission at the next regular meeting. Minutes shall be maintained as public records.

**SECTION 6 – RULES OF PROCEDURE** - A Planning Commission must adopt rules of procedure. S.C. Code § 6-29-360. As a minimum, the rules should cover the following:

1. Election of a chairperson and vice-chairperson
2. Appointment of a secretary
3. Procedures for calling meetings
4. Place and time for meetings
5. Posting notice of meetings to comply with Freedom of Information Act
6. Setting agenda
7. Quorum and attendance requirements
8. Rules and procedure for conducting meetings
9. Public hearing procedure
10. Procedure for making and keeping records of actions
11. Procedure for plan and plat review

**SECTION 7 – THE COMPREHENSIVE PLANNING PROCESS** - This section deals with the work of the local Planning Commission as it develops a planning process to prepare and periodically revise the comprehensive plan. The 1994 Act retained the comprehensive plan as the essential first step in the planning process. The scope and substance of the comprehensive plan were expanded.

- A.) **Planning Process** - The Planning Commission must establish and maintain a planning process which will result in the systematic preparation and continual evaluation and updating of the elements of the comprehensive plan. S.C. Code § 6-29-510(A). Surveys and studies on which the planning elements are based must consider potential conflicts with other jurisdictions and the effect of any regional plans or issues. S.C. Code § 6-29-510(B). The planning process for each comprehensive plan element must include but is not limited to the following items:
- 1.) **Inventory of existing conditions.** The inventory could include a description of existing conditions as they relate to the particular planning element under consideration.
  - 2.) **A statement of needs and goals.** A vision statement establishes where the community wants to go. It should include long- and short-range goals for achieving the vision. It is important to involve the community in identifying needs and goals to create community support for the plan and minimize future objections to specific programs. When preparing or updating plan elements, the Planning Commission may appoint advisory committees with membership from the Planning Commission, neighborhoods or other groups, and individuals in the community. If the local government maintains a list of groups that have registered an interest in being informed of proceedings, it must mail meeting notices relating to the planning process to them.
  - 3.) **Implementation strategies with time frames.** Implementation strategies for each element should include specific objectives, steps and strategies for accomplishing the objectives. The strategies should specify time frames for actions and persons or organizations who will take the actions.
- B.) **Comprehensive Plan Elements** - There should be broad-based citizen participation for developing of comprehensive plan elements. An element must address all relevant factors listed in the 1994 Act; however, the Act does not dictate how extensively they must be covered. The extent should be based on community needs. The plan must include at least the following elements. S.C. Code § 6-29-510(D).
- 1.) **Population element.** The population element includes information related to historic trends and projections; the number, size and characteristics of households; educational levels and trends; income characteristics and trends; race; sex; age and other information relevant to a clear understanding of how the population affects the existing situation and future potential of the area.
  - 2.) **Economic development element.** The economic element includes historic trends and projections on the numbers and characteristics of the labor force, where the people who live in the community work, where people who work in the community reside, available employment characteristics and trends, an economic base analysis and any other matters affecting the local economy. Tourism, manufacturing and revitalization efforts may be appropriate factors to consider.

- 3.) **Natural resources element.** This element could include information on coastal resources, slope characteristics, prime agricultural and forest land, plant and animal habitats, unique park and recreation areas, unique scenic views and sites, wetlands and soil types. This element could also include information on flood plain and flood way areas, mineral deposits, air quality and any other matter related to the natural environment of the area. If there is a separate community board addressing any aspects of this element that board may be made responsible for preparing this element. The Planning Commission could incorporate the element into the local comprehensive plan by reference. S.C. Code § 6-29-510 (D)(3).
- 4.) **Cultural resources element.** This element could include historic buildings and structures, unique commercial or residential areas, unique natural or scenic resources, archeological sites, educational, religious or entertainment areas or institutions, and any other feature or facility relating to the cultural aspects of the community. As with the natural resources element, a separate board may prepare this element. The Planning Commission can incorporate the work of a separate board into the comprehensive plan by reference.
- 5.) **Community facilities element.** This element includes many activities essential to the growth, development or redevelopment of the community. The commission should give separate consideration to the following plans.
  - a.) water supply, treatment and distribution plan
  - b.) sewage system and wastewater treatment plan
  - c.) solid waste collection and disposal plan
  - d.) fire protection plan
  - e.) emergency medical services plan
  - f.) plan for any necessary expansion of general government facilities
  - g.) plan for educational facilities
  - h.) plan for libraries and other cultural facilities

Preparing of the community facilities element may require involving special purpose district boards and other governmental and quasi-governmental entities such as the library board, historic preservation society and public utilities board.

- 6.) **Housing element.** This element includes an analysis of existing housing by location, type, age, condition, owner and renter occupancy, affordability, and projections of housing needs to accommodate existing and future population as identified in the population and economic elements. The housing element requires an analysis of local regulations to determine if there are regulations that may hinder development of affordable housing. It includes an analysis of market-based incentives that may be made available to encourage the development of affordable housing. Incentives may include density bonuses, design flexibility and a streamlined permitting process.
- 7.) **Land use element.** This element deals with the development characteristics of the land. It considers existing and future land use by categories including residential, commercial, industrial, agricultural, forestry, mining, public and quasi-public, recreation, parks, open space, and vacant or undeveloped land. This element is influenced by all previously described plan elements. The findings, projections and conclusions from each of the previous six elements will influence the amount of land needed for various uses.
- 8.) **Transportation element.** This element was originally included in the community facilities element. The transportation element considers transportation facilities including major road improvements, new road construction, and pedestrian and

bicycle projects. This element must be developed in coordination with the land use element to ensure transportation efficiency for existing and planned development.

- 9.) **Priority investment element.** This element requires an analysis of projected federal, state and local funds available for public infrastructure and facilities during the next 10 years and recommends the projects for those funds. These recommendations must be coordinated with adjacent and relevant jurisdictions and agencies (counties, other municipalities, school districts, public and private utilities, transportation agencies, and any other public group that may be affected by the projects). Coordination simply means written notification by the local Planning Commission or its staff to those groups.

- C.) **Comprehensive Plan** - The required nine planning elements plus any other element determined to be needed in the local community, whether done as a package or in separate increments, together comprise the comprehensive plan. All planning elements represent the Planning Commission's recommendations to the local governing body regarding wise and efficient use of public funds, future growth, development, redevelopment and the fiscal impact of the planning elements on property owners. S.C. Code § 6-29-510(E).

The Planning Commission must review and consider, and may recommend by reference, plans prepared by other agencies which in the opinion of the Planning Commission meet requirements of the 1994 Act.

- D.) **Periodic Revision Required** - The Planning Commission must review the comprehensive plan or particular elements of the comprehensive plan as often as necessary. Changes in the growth or direction of development taking place in the community dictate when a review is necessary. Economic setbacks resulting in an unanticipated loss of jobs could also trigger a need to re-evaluate the comprehensive plan. As the plan or elements are revised, it is important to amend the capital improvements program and any ordinances based on the plan to conform to the most current comprehensive plan. S.C. Code § 6-29-510(E) requires the following plan updates:

1. The Planning Commission must re-evaluate the comprehensive plan elements at least every **five years**. There is no requirement to rezone the entire city or county at one time. The land use element could be reviewed and updated in stages or by neighborhoods.

2. The comprehensive plan, including all the elements of the plan, must be updated at least every **10 years**. The Planning Commission must prepare and recommend a new plan and the governing body must adopt a new comprehensive plan every 10 years.

- E.) **Procedure for Adopting Plan or Amendments** - When the plan, any element, amendment, extension or addition is completed, the following steps must be taken in accord with S.C. Code § 6-29-520 and § 6-29-530.

- 1.) **Resolution**. By majority vote, the Planning Commission must adopt a resolution recommending the plan or element to the governing body for adoption. The resolution must refer explicitly to maps and other descriptive material intended by the commission to form the recommended plan.
- 2.) **Minutes**. The resolution must be recorded in the Planning Commission's official minutes.



- 3.) **Recommendation.** A copy of the recommended comprehensive plan or element must be sent to the local governing body being requested to adopt the plan. In addition, a copy must be sent to all other legislative or administrative agencies affected by the plan.
- 4.) **Hearing.** Before adopting the recommended plan, the governing body must hold a public hearing after publishing at least 30 days' notice of the time and place of the hearing in a general circulation newspaper in the community.
- 5.) **Ordinance.** The governing body must adopt the comprehensive plan or element by ordinance. S.C. Code § 6-29-530. The governing body cannot approve the plan on final reading of the ordinance until the Planning Commission has recommended the plan.
- 6.) **Review of Public Project** - After the comprehensive plan or an element relating to proposed development is adopted, a public agency or any entity proposing a public project must submit its development to the Planning Commission. The Planning Commission must review and comment on the compatibility of the proposed development with the comprehensive plan. No new street, structure, utility, square, park or other public way, grounds, open space or public buildings for any use, whether publicly or privately owned, may be constructed or authorized in the geographic area within the jurisdiction of the Planning Commission until the location, character and extent of such activities have been submitted to the local Planning Commission. S.C. Code § 6-29-540. If the Planning Commission finds the proposal to be in conflict with the comprehensive plan, it sends its findings and the particulars of the nonconformity to the entity proposing the facility. The governing or policymaking body of the entity proposing the project must consider the Planning Commission's findings and decide whether to bring the project into conformity with the comprehensive plan or proceed in conflict with the plan. If the decision is made to proceed in conflict with the plan, the entity must publicly state its intention to proceed and the reasons for the action. A copy of these findings must be sent to the local governing body and the local Planning Commission. In addition, it must be published as a public notice in a general circulation newspaper in the community at least 30 days before awarding a contract or beginning construction.

S.C. Code § 6-29-540 requires everyone involved in creating the built environment pay attention to the adopted comprehensive planning elements. The process for commission review is a major tool to help ensure investments move the community toward implementing the comprehensive plan. To minimize potential conflicts, the Planning Commission should involve individuals and representatives of agencies and groups in the community on advisory committees as the various comprehensive planning elements are being developed.

## **SECTION 8 - ADOPTION AND AMENDMENT**

- A.) **Adoption** - These rules were adopted by a vote of a majority of the members of the Commission at a regular public meeting on February 16, 2016.
- B.) **Amendment** - These rules may be amended at any regular meeting of the Commission by majority vote of the members of the Commission at least seven (7) days after the written amendment is delivered to all members.

- SIGNATURE PAGE FOLLOWS -

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
VICE CHAIRMAN

\_\_\_\_\_  
DATE

ATTESTED BY:

\_\_\_\_\_  
LAURENS COUNTY CLERK TO COUNCIL

\_\_\_\_\_  
DATE

This Policy was recommended by the SCAC and was approved earlier this year by the Planning Commission. County Administrator Caimo wishes to review and address this Policy with all involved for clarification purposes and a better understanding for all involved. Should the Planning Commission wish to make changes by adding or deleting certain criteria, this will be discussed at this time.

As a matter of information, I compared our present Policy with the Greenville County Planning Commission Policy. It was written with many similarities as a whole. The only difference that I saw that could possibly be inserted was the following:

***Article III***

***Committees***

***Section 1. Special Committees.***

*The Chair of the Planning Commission may create special committees, without limit as to number of members, to study items that, in his/her judgement, require special attention. The Chair of the Planning Commission shall designate one member to Chair the special committee.*

***Section 2. Committee Meetings.***

*Any committee shall meet at the call of its Chair. Such meetings shall comply with the rules of notice and agenda requirement of the S.C. Freedom of Information Act.*

## STATE CODE AS TO DETITLING

### ARTICLE 4. Retirement of Title Certificate to Manufactured Homes

#### SECTION 56-19-500. Definitions.

As used in this article:

(1) "Affixed" means that the manufactured home is installed in accordance with the state required installation standards, with wheels, axles, and towing hitch removed, and with the owner of the home having an intention that the manufactured home becomes an improvement to the real property whereon it is situated as evidenced by the filing of the affidavits provided in this article. The filing of the affidavits provided for in this article is conclusive proof of the intent to affix the manufactured home to real property.

(2) "Division" means the Department of Motor Vehicles.

(3) "Homeowner" means, when referring to a manufactured home for which a title certificate is issued as required by Section 56-19-210, the person identified on the title certificate as the owner of the "manufactured home".

(4) "Manufactured home" means a "mobile home" as defined by law or a structure, transportable in one or more sections, which (a) in the traveling mode is eight body feet or more in width, or forty body feet or more in length, or (b) when erected on site, is three hundred twenty or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained in it.

(5) "Owner" means, when referring to a manufactured home for which the title certificate has been retired either pursuant to the procedure utilized before the effective date of this article by the department or pursuant to this article, the person who owns the real property or has a recorded leasehold estate of thirty-five or more years on the real property upon which the manufactured home has become affixed and the instrument creating the leasehold estate authorizes the lessee to encumber the real property with a lien.

(6) "Retire the title certificate" means to cancel through the procedure established by this article an existing manufactured home title certificate issued by this State.

(7) "Secured party" means any lienholder identified on the title certificate of a manufactured home, or the lender securing a loan through a mortgage, deed of trust, or real estate contract when referring to real property or real property to which a manufactured home has been affixed and the title certificate retired.

(8) "Security interest" means an interest in property to secure payment of a loan made by a secured party to a borrower or a lien created by operation of law.

(9) "Sever" means to physically remove the manufactured home from the real property to which it is affixed.

Pursuant to the directive to the Code Commissioner in 2003 Act No. 51, § 18, in item (2) "Department of Motor Vehicles" was substituted for "Division of Motor Vehicles of the Department of Public Safety".

SECTION 56-19-510. Owner affixing manufactured home to real property; Manufactured Home

Affidavit for the Retirement of Title Certificate; recording and form of affidavit.

(A) An owner of a manufactured home may affix the home to real property by:

(1) installing the home in accordance with the required installation standards and removing the wheels, axles, and towing hitch; and

(2) filing with the register of deeds or clerk of court, as appropriate, for the county in which the manufactured home is located the Manufactured Home Affidavit for the Retirement of Title Certificate in the form prescribed in this article together with proof of ownership as evidenced by a copy of the most recent deed of record or other instrument vesting title, and paying the filing fee required for affidavits by Section 8-21-310.

(B) The register of deeds or clerk of court must record the affidavit as if it were a deed to real property with the homeowner being identified as grantor and give notification to the county assessor.

(C) Upon the filing of the affidavit, the manufactured home is to be treated for all purposes except condemnation as real property and title to the manufactured home is thereby vested in the lawful owner of the real property to which it is affixed. A warning notice to those filing the affidavit must be included in the affidavit.

(D) The Manufactured Home Affidavit for the Retirement of Title Certificate must be in the following form:

STATE OF SOUTH CAROLINA)  
MANUFACTURED HOME)  
AFFIDAVIT FOR)  
RETIREMENT OF TITLE  
COUNTY OF \_\_\_\_\_)  
CERTIFICATE

(1) Name of Owner: \_

(2) Description of Manufactured Home:

Date of Manufacture:

Manufacturer:

Model year:

Make:

Width:

Length:

Identification Number (VIN):

(3) Check whichever is applicable:

The above described manufactured home is not subject to a security lien.

The above described manufactured home is subject to a security lien and a separate affidavit, as required by law, will be filed naming the secured parties.

Tax (4) Check whichever is applicable:

The above described manufactured home is located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 and attached to this form is written evidence of compliance with the applicable codes as of the date the manufactured home was permanently affixed to the above described real property. Written evidence of compliance includes, but is not limited to, a copy of a certificate of occupancy, a statement from the code enforcement office, an inspection report, or any documentation of similar effect from the local code enforcement office having the appropriate jurisdiction. Only one document should be

attached to this form.

The above described manufactured home is not located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 applicable to manufactured homes.

(5) Full legal description of the property to which the manufactured home is currently, or is to be, affixed using metes and bounds or reference to recorded plat by book and page. (A separate Sheet identified as "Exhibit A" may be attached.)

(6) Derivation: This being the identical or a portion of property conveyed or leased to the owner by deed or lease from \_ and recorded \_ in Book \_ at page \_ map number \_ Tax billing address \_

(7) The above-described manufactured home is permanently affixed or is to be permanently affixed to the above-described real property and the title certificate is to be retired in accordance with applicable law.

(8) Check if applicable:

The owner of the manufactured home owns or has a leasehold estate of thirty-five or more years in the real property to which the manufactured home is affixed.

(9) WARNING: the execution and filing of this affidavit transfers ownership of the manufactured home to the lawful owner of the real property to which it is affixed.

The owner certifies that the above information provided by the owner is true and correct to the best information and belief of the owner.

Date:

Signature of owner:

Type or print name of owner

Witness:

Witness:

STATE OF SOUTH CAROLINA)  
COUNTY OF \_\_\_\_\_)  
PROBATE

Before me, the undersigned Notary Public, personally appeared \_, who, being duly sworn, deposed and said that (s)he saw \_, sign, seal, and deliver the foregoing Affidavit and that (s)he, together with \_ witnessed the execution thereof.

SWORN to before me this

\_\_\_\_\_ day of

Notary Public for \_\_\_\_\_ (L.S.)

My Commission Expires: \_\_\_\_\_

The 2005 amendment, in subsection (A)(2), deleted "the certificate of occupancy from the appropriate building official of the jurisdiction in which the manufactured home is located" following "vesting title," and, in subsection (D), added item (4) pertaining to compliance with building codes and redesignated items (4) to (8) as items (5) to (9).

SECTION 56-19-520. Retirement of the title certificate to a manufactured home; release of lien; Satisfaction Affidavit.

(A) Commencing nine months following the effective date of this article, the Department of Motor Vehicles must retire the title certificate to the manufactured home upon receipt of the following:

(1) a clocked and stamped copy of the Manufactured Home Affidavit for the Retirement of Title Certificate filed with the Register of Deeds or Clerk of Court;

(2) the title certificate for the manufactured home, with either a release of lien or the consent of any secured party to the retirement of the title certificate indicated in writing on the title certificate by each secured party which authorizes the department to cancel its record of any lien as if it had been released. The release of lien may be accomplished by the appropriate notation on the title certificate or by an affidavit on the form provided in this article. Any licensed attorney admitted to practice in this State who can provide proof of payment of funds by evidence of payment made payable to a secured party or other party entitled to receive payment may record or cause to be recorded an affidavit duly executed in the presence of two witnesses and probated or acknowledged which states that full balance or payoff amount of the lien or other instrument securing the payment of money and being a lien upon the manufactured home has been made and that evidence of payment from the secured party exists. This affidavit, duly recorded in the appropriate county, shall serve as notice of satisfaction of the security interest and release of the lien upon the manufactured home. The filing of the affidavit with the department shall be sufficient to satisfy, release, or discharge the lien. This item may not be construed to require an attorney to record an affidavit or to create liability for failure to file the affidavit. The licensed attorney signing the affidavit which is false is guilty of perjury in violation of Section 16-9-10 and shall be liable for damages that any person may sustain as a result of the false affidavit, including reasonable attorney's fee incurred in connection with the recovery of the damages;

(3) a receipt demonstrating payment of the most recently billed property taxes for the manufactured home; and

(4) payment of a fee established by the department not to exceed fifty dollars for retirement of the title certificate and, notwithstanding any other provision of law, the fee collected by the department must be placed by the Comptroller General into a special restricted account to be used by the department to defray the expenses of the department in administering this article.

(B) The affidavit referred to in subsection (A) must be as follows:

STATE OF SOUTH CAROLINA)  
SATISFACTION AFFIDAVIT  
COUNTY OF \_\_\_\_\_

The undersigned on oath, being first duly sworn, hereby certifies:

- (1) The undersigned is a licensed attorney admitted to practice in the State of South Carolina.
- (2) With respect to the security interest given by \_ to \_ and dated \_ :
  - (a)  that the undersigned was given written payoff information and made the payoff and is in possession of a canceled check to the secured party; or
  - (b)  that the undersigned was given written payoff information and made the payoff by wire transfer or other electronic means to the secured party and has confirmation from the undersigned's bank of the transfer to the account provided by the secured party.

Under penalties of perjury, I declare that I have examined this affidavit this \_ day of \_ and, to the

best of my knowledge and belief, it is true, correct, and complete.

Witness: \_\_\_\_\_

Signature

Witness: \_\_\_\_\_

Name (Please print)

Attorney's Bar Number

Street Address

City, State, Zip Code

Telephone

STATE OF SOUTH CAROLINA)

COUNTY OF \_\_\_\_\_)

PROBATE

Before me, the undersigned Notary Public, personally appeared \_\_, who, being duly sworn, deposed and said that he saw \_\_, sign, seal, and deliver the foregoing Affidavit and that he, together with \_\_ witnessed the execution thereof.

Subscribed and sworn to before me

this \_\_ day of \_\_

Notary Public for \_\_ (L.S.)

My commission expires: \_\_

(C) Upon presentation to the department of the material required by this section, the department is directed to mark the lien on the manufactured home satisfied.

Code Commissioner's Note

Pursuant to the directive to the Code Commissioner in 2003 Act No. 51, § 18, "Department of Motor Vehicles" or "department" was substituted for "division".

SECTION 56-19-530. Records of retired title certificates; written confirmation to homeowner.

The Department of Motor Vehicles must maintain a record of each manufactured home title certificate retired under this article, and provide written confirmation of the retirement of the title certificate to the homeowner.

HISTORY: 2003 Act No. 88, § 2.

SECTION 56-19-540. Retirement of title certificate where lien reflected on affidavit but not evidenced by mortgage; separate Manufactured Home Lien Affidavit to be filed; form.

(A) If at the time of the filing of the Manufactured Home Affidavit for the Retirement of Title Certificate by the Register of Deeds or Clerk of Court, the manufactured home is subject to a lien reflected on the affidavit but not otherwise evidenced by a mortgage, then a separate Manufactured Home Lien Affidavit in the form prescribed by this article is also to be filed. Payment must also be made of the filing fee for affidavits provided in Section 8-21-310. Upon filing, the lien becomes a lien against the real property to which the manufactured home is affixed and is to be indexed in the name of the owner identified on the Manufactured Home Lien Affidavit as mortgagor and secured parties, as mortgagees. Any lien on the manufactured home at the time of retirement of the title certificate must be perfected and have priority in the manner



provided for a lien on real property.

(B) The Manufactured Home Lien Affidavit must be in the following form:

STATE OF SOUTH CAROLINA)  
MANUFACTURED HOME)  
LIEN AFFIDAVIT  
COUNTY OF \_\_\_\_\_)

(1)Name of Owner:

(2)Description of Manufactured Home:

Date of Manufacture:

Manufacturer:

Model year: \_\_\_\_\_ Make:

Width: \_\_\_\_\_ Length:

Identification Number (VIN):

(3) The above described manufactured home is subject to a security lien and all secured parties with mailing addresses are listed below:

(4) Full legal description of new property to which manufactured home is to be affixed using metes and bounds or reference to recorded plat by book and page. (A separate sheet identified as "Exhibit A" may be attached.)

(5) Derivation: This being the identical or a portion of property conveyed or leased to the owner by deed or lease from \_ and recorded \_ in Book \_ at page \_ .Tax map number\_ Tax billing address\_

(6) Name of owner of real property if different from owner of manufactured home.

(7) The owner of the manufactured home affidavit was recorded on \_, in book \_, at page \_, in the County of \_.

The owner certifies that the above information provided by the owner is true and correct to the best information and belief of the owner.

Date: \_\_\_\_\_

Signature of Owner

Type or print name of owner

Witness:

Witness:

STATE OF SOUTH CAROLINA)  
COUNTY OF \_\_\_\_\_)  
PROBATE

Before me, the undersigned Notary Public, personally appeared \_, who, being duly sworn, deposed and said that he saw \_, sign, seal, and deliver the foregoing Affidavit and that he, together with \_ witnessed the execution thereof.

SWORN to before me this  
\_ day of \_

Notary Public for\_(L.S.)  
My Commission Expires: \_

MANUFACTURED HOMES:

Ordinance #401 – approved 1996

- Ordinance #436 – approved 1997 – amending only sections of #401
- Ordinance #487 – approved 1999 – amending only sections of #436 / #401
- Ordinance #529 – approved 2001 – (full ordinance)
- Ordinance #653 – Establishes Moratorium on MH Parks – 3/11/2008
- **Ordinance #655 – approved 2008 – repeals / replaces Ordinances #529 & #401**
- Ordinance #673 – approved 11/11/2008- certain sections

**ORDINANCE #655**

**MANUFACTURED HOME ORDINANCE**

**LAURENS COUNTY, SOUTH CAROLINA**

Edits consist of:

Full “PC” edits

SC

CB

BW

JC

MANUFACTURED HOME ORDINANCE

FOR

LAURENS COUNTY, SOUTH CAROLINA

AN ORDINANCE REGULATING THE PARKING AND LOCATION OF MANUFACTURED HOMES AND REGULATING THE LICENSING, LOCATION, CONSTRUCTING AND ADMINISTRATION OF MANUFACTURED HOME PARKS AND PROVIDING FOR A PENALTY FOR THE VIOLATION THEREOF. NOW THEREFORE, THE LAURENS COUNTY COUNCIL, DULY ASSEMBLED, HEREBY ORDAINS:

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- 1.1 Purpose - The purpose of this Ordinance is to better accommodate manufactured homes in the unincorporated areas of Laurens County; to minimize any adverse effects of manufactured homes, both physically and psychologically, on residential development; to provide a sound, orderly and healthy environment sufficient to meet the needs of manufactured home inhabitants; to protect manufactured home developments and manufactured homes from encroachment by incompatible uses; to establish rules and regulations for the location of manufactured homes; It is the intent of County Council to encourage economic growth therefore county officials, departments and agencies shall give all due consideration to the proper and fair enforcement of this ordinance.
- 1.2 Authority - The Legislature of the State of South Carolina has in Title 4 of the Code of Laws of South Carolina, 1976, as amended, delegated the responsibility to local governmental units to adopt regulations and policies for the public health, safety, convenience, order, prosperity and general welfare of its citizenry. Further, the responsibility of general planning functions is delegated to the Laurens County Planning Commission.
- 1.3 General Requirements/Applicability - All manufactured homes sited within Laurens County for the first time, or when the manufactured home is moved from one site to another in Laurens County, must comply with the following regulations. These regulations shall apply to manufactured homes in the unincorporated areas in Laurens County after the adoption of this Ordinance. However, where sections of this article and another conflict or overlap, whichever imposes the most stringent restrictions shall prevail.
- a.) These regulations shall not apply to modular, prefabricated dwellings permanently anchored to the ground nor to campers or travel trailers not exceeding eight (8) feet in body width nor exceeding four thousand five hundred pounds (4,500) gross weight and designed for recreation or other short term uses.
  - b.) No Manufactured home shall be used as a business, classroom, place of assembly, or fellowship hall unless the structure complies with the International Building Code or is a modular building.
  - c.) It shall be unlawful for any person, firm, or legal entity to bring into Laurens County any manufactured home which does not meet June 1976 HUD Standards for construction.
  - d.) Manufactured housing structures currently on the tax rolls of Laurens County and built prior to 1976 may **not be moved unless being destroyed or removed from Laurens County**. be relocated within Laurens County provided they are first inspected by the Laurens County Building Codes and Inspections Department and meet this Ordinance's habitability requirements prior to electrical service being released.
  - e.) Any manufactured home moved into the county or relocated within the county that is 15-years or older must be inspected and approved to meet the minimum habitability requirements of the South Carolina Uniform Standard Code for Manufactured Housing Section, 79-43 Used Manufactured Home Minimum Habitability Requirements.
  - f.) Structural changes to manufactured homes such as, additions and roofs that are supported by the walls and frame of a manufactured home, combining multiple homes into a single dwelling, and any removal of structural elements such as exterior walls, sheeting or metal siding, are prohibited. Additions and renovations to manufactured homes must **be in accordance with the mobile home manufacturer or** be supported independently from the home, constructed in accordance with the latest adopted edition of the International Residential Code, and be permitted by the Laurens County Building Code Department.

- g.) Not more than one (1) unoccupied manufactured home shall be parked, located or stored on any property unless the property is used as a sales lot by a licensed salesperson or retail dealer as outlined in the South Carolina Manufactured Housing Board's regulation, section 79-3
- h.) All **Manufactured or Mobile Home Parks** **Manufactured homes**, **subdivisions and parks** must meet the requirements of the Laurens County Flood Prevention and Erosion / Sediment Control & Stormwater Management Ordinances when applicable.
- i.) All Manufactured homes located within the unincorporated areas of Laurens County must be registered with **the Laurens County Building Codes and Inspections Department** and have a valid permit sticker posted in a window visible from the street or driveway.

## SECTION 2 DEFINITIONS

---

Unless specifically defined below, words and phrases used in this Ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this Ordinance its most reasonable application.

- 1.) ~~Accessory Structure – A detached separate subordinate building or structure located on the same site or lot as the manufactured home, which it serves.~~
- 2.) Buffer – A portion of a yard, which contains fences, walls, berms and plantings locates along the perimeter of a parcel of land to lessen the impact of noise, land use intensity and light on adjoining property. The area used in the buffer must be a portion of the property under development and may be a portion of the rear, side or front yard setback requirement.
- 3.) Construction - any building erection, or installation of a new manufactured home or Manufactured Home Park or the enlarging and/or improvements made to any existing Manufactured home Park.
- 4.) County - All unincorporated areas of Laurens County, South Carolina.
- 5.) Display of Permits and Decals - Upon issuance of a permit or decal, it shall be displayed in a visible area on the window or door of the manufactured home, which faces the road or access drive to the manufactured home. **NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS? Move to Section 3**
- 6.) Dwelling, Manufactured Home - A structure transportable in one or more sections which is built on a permanent chassis and designed to be used with or without a permanent foundations when connected to the required utilities. The term "manufactured home" as used in these regulations shall not include modular, prefabricated or unitized dwelling placed on a permanent foundation nor shall it refer to campers or travel trailers not exceeding eight (8) feet in body width nor exceeding 4,500 pounds gross weight and designed for recreation or short term uses. **NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS? Move to Section 3**
- 7.) Manufactured Home: A structure manufactured after June 15, 1976, bearing certification of compliance with HUD standards pursuant to S.C. Code § 40-29-70, transportable in one or more sections, which in the traveling mode is eight body feet or more in width or forty body feet or more in length, or when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without permanent foundation when connected to the required utilities, and includes the plumbing, heating air conditioning, and electrical systems contained in it.

- 8.) Manufactured or Mobile Home Park: Any parcel of land being used for the purpose of supplying parking space on a rental or lease basis for four or more manufactured or mobile homes and which may include buildings, structures, vehicles or enclosures used or intended for use as part of such Manufactured or Mobile Home Park. (#8 and #14 ? SAME)
- 9.) Dwelling, Double-wide Manufactured Home - A manufactured home consisting of two or more sections combined horizontally or vertically at the site while still retaining their individual chassis. NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS? Move to Section 3
- 10.) Manufactured Home Park - Any parcel of land being used for the purpose of supplying parking space on a rental or lease basis or private property use to locate rental homes for four or more manufactured homes and which may include buildings, structures, vehicles or enclosures used or intended for use as part of such Manufactured home Park.
- 11.) Manufactured Home Permit - A required permit that must be obtained from the Laurens County Building Codes and Inspections Department prior to permanent installation of manufactured homes in Laurens County.
- 12.) Modular Housing – Factory built housing constructed in accordance with the standards set forth in the South Carolina Modular Buildings Act, and bearing a label of compliance with the Act (Title 23, Chapter 43). Modular homes shall be subject to the same standards as site-built homes. (#12 and #15 ? SAME). NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS? Strike unless Codes sees it necessary.
- 13.) Mobile Home: A structure manufactured prior to June 15, 1976, or manufactured after June 15, 1976 without certification of compliance with HUD standards pursuant to S.C. Code § 40-29-70, which is a movable or portable dwelling unit over thirty (30) feet in length constructed to be towed on its own chassis, without permanent foundation, consisting of a single or two or more connected components. The term does not include prefabricated, modular or unitized dwelling on a permanent foundation, or travel trailer, camper, or similar recreational unit.
- 14.) Mobile Home Park – Any parcel of land being used for the purpose of supplying parking space on a rental or lease basis for four or more mobile homes and which may include buildings, structures, vehicles or enclosures used or intended for use as a part of such Mobile Home Park. (#8 and #14 ? SAME) NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS?
- 15.) Modular Housing: Factory built housing constructed in accordance with the standards set forth in the South Carolina Modular Buildings Act, and bearing a label of compliance with the Act (Title 23, Chapter 43). Modular homes shall be subject to the same standards as site-built homes. (#12 and #15 ? SAME) NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS?
- 16.) Moving Permit – A permit that is required to moving any manufactured home in South Carolina from county to county or within the County where it is located. NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS?
- 17.) Permitting Authority - The Laurens County Building Codes and Inspections Department and/or other agency appointed by Laurens County Council. NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS? Move to Section 3
- 18.) Setback - Setback is a closest measurement from the building to the nearest street, road, right-of-way or water shoreline; measured at a straight line from the structure.

- 19.) Site Inspection – An inspection of a property where a manufactured home is to be located in order to determine property grade, vegetation removal and setbacks. In most cases, property lines and homes need to be marked or flagged.
- 20.) Skirting - A material intended for manufactured home use which is secured and maintained to the manufactured home in such a manner so as to cover the portion from the outside frame to ground level. **Must be placed within 60 days? Wood brick etc...(what is required for skirting?) Where is this in the ordinance need to include it. Move to Section 3**
- 21.) ~~Subdivision – A formally recognized parcel of land developed, subdivided, used or set aside into two or more lots for the purpose of single family or multi-family dwelling units.~~
- 22.) Subdivision: All division of a tract or parcel of land into two (2) or more lots, building sites, or other division for the purpose, whether immediate or future, of sale, lease or building development, and includes all division of land involving a new street or a change in existing streets.
- 23.) Uniform Standards - As outlined and defined in Title 6, Chapter 9, of The Code of Laws of South Carolina, 1976, as amended; regulations and recommendations of the South Carolina Manufactured Housing Board; and, the latest adopted edition of the International Residential Code, as amended. **NOT IN DOCUMENT, NEED TO ADD TO DOCUMENT NOT DEFINITIONS?**

### **SECTION 3 PERFORMANCE STANDARDS - MANUFACTURED HOMES**

#### 3.1 Process for Permitting a Manufactured Home:

- a. All manufactured home movers and setup companies shall be licensed and registered with the Department of Labor, Licensing and Regulation according to section 40-29-30 of the South Carolina Code of Laws. **(OPTION TO DELETE – CBOBO TO DETERMINE)**
- b. A moving permit **properly displayed on back side of home** and a current paid tax receipt must be obtained from the County that the home is currently located unless home is purchased from a retail sales lot as required by the South Carolina Code of Laws.
- c. A manufactured home permit must be purchased from the Laurens County Building Codes and Inspections Office . This will require a bill of sale, title, contract to sale or deed; DHEC permit or proof of sewer service; the landowner's name; proof of 911 addresses; and a copy of the moving permit and paid tax receipt.
- d. Prior to permanent setup of the home, a site inspection must be completed by the Laurens County Building Codes and Inspections Office to verify setbacks and proper site preparation. **Change to: Mobile home setbacks shall be the responsibility of the homeowner to verify. Laurens County will verify only if a licensed surveyor is on site to verify the property lines.**
- e. Once home is installed and before any utility connections, the home must be inspected and approved to meet the guidelines of this ordinance.

#### 3.1 Minimum Setback Requirements:

- a. ~~Thirty feet (30') from any road, street or highway right of way measured in a straight line from the exterior of the structure at a 90-degree angle to the closest point.~~
- b. ~~Fifteen feet (15') from any property line, utility easement or right of way measured in a straight line from the exterior of the structure at a 90-degree angle to the closest point.~~



e. Twenty five feet (25') feet from any other structures on property except for well pump houses, detached garages, utility buildings or other similar non habitable structures.

3.3 Manufactured Home Installation Requirements for private lots, subdivisions and parks:

- a. Foundations and tie-downs must be constructed in accordance with the manufactures specifications, or South Carolina Manufactured Housing Board's Regulations section 79-42, or an engineered design.
- b. Underpinning must be brick, masonry, vinyl or prefabricated material designed specifically for such use at the time of installation.
- c. Wood, roofing materials or metal, unless specifically designed to be used as underpinning, will not be accepted. Proper ventilation and crawl space access must also be provided
- d. All water supply and sewage plumbing, steps, landings, decks, handrails, guardrails, ramps, electrical, gas, and HVAC installations must be installed in accordance with the requirements of the latest state adopted International Residential Code and the Laurens County Mobile Home Requirements Guide.
- e. Denial of issuance of a manufactured home permit under this section may be appealed to the Manufactured Home Appeal Committee under procedures set forth in section 6.3 of this ordinance.

3.4 Manufactured Home Detitling / Permanent Structures: (SEE ATTACHED-STATE CODE DETITLING)

- a. Home must be underpinned with brick, masonry or concrete, which is supported by a continuous footing as required in the most recently adopted international residential code.
- b. Home must meet all requirements of this ordinance section 3.3. (CHUCK TO CK ON)
- c. Home and land must be in the same name.
- d. Applicant must complete form and checklist provided by the county.
- e. Home must be registered with the county with current taxes paid.

PAGE 8, SECTION 3, PERFORMANCE STANDARDS - INDIVIDUAL MOBILE HOMES,  
3.4 SKIRTING (Paragraph 7):  
  
3.4 Skirting  
  
Skirting is required within sixty (60) days after being sited. (may be wood, brick, mortar, mesh or vinyl.)  
  
Openings shall conform with Uniform Standards as herein defined - 48" X48" minimum with door that latches

Was in Ord #436 from 1997  
Not in Ord #655

[PER SC Does this need to be in definitions](#)

## SECTION 4 — STANDARDS — MANUFACTURED HOME PARKS

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The establishment or expansion of a manufactured home park shall comply with the following design and development standards and meet the requirements of the Laurens County Subdivision Ordinance #418:

- 4.1 Water and Sewer — All proposed parks shall be served by public water and sewer systems or other systems, plans of which shall be approved by DHEC.
- 4.2 Signage, names — All manufactured home parks containing five (5) or more units must provide a sign of at least six (6) square feet indicating the name of the park. Park names shall not be phonetically similar to other parks or subdivisions.
- 4.3 Refuse Disposal — Each lot of a manufactured home park must be provided with a refuse container or have access to a centralized refuse container on site, either of which are collected on a weekly basis. Centralized containers must be buffered from sight on three sides with a six foot (6') tall privacy fence constructed of wood or other approved materials.
- 4.4 Legal Owner and / or Operator Manufactured Home Park — The legal owner and / or operator of the Manufactured Home Park shall at all times operate the park in compliance with the regulations of this ordinance.
- 4.5 Inspection of Manufactured Home Parks — All of the park requirements stated in this ordinance must be inspected and approved by the Laurens County Building Codes and Inspections Department prior to any installation of homes. These requirements must also be maintained as long as the park is in operation.
- 4.6 Existing Manufactured Home Parks — All manufactured home parks in existence at the time of the adoption of this ordinance can continue to operate at its current capacity. Existing, nonconforming, parks cannot increase their size, number of lots or replace existing homes without meeting the requirements of this ordinance.

## SECTION 5 — ADMINISTRATION AND ENFORCEMENT

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### 5.1 Appeals, Manufactured Homes

The Laurens County Planning Commission shall hear and decide appeals in matters as specified by this Ordinance. Whenever in the opinion of the Commission, the strict application of the requirements contained in these regulations would result in substantial or excessive difficulties and hardships or injustices. The Commission may modify such requirements, providing that the public interests of the County and its citizens are protected and the general intent and spirit of these regulations are preserved. Any person aggrieved by a decision of the Commission may appeal that decision before the Court of Common Pleas

- 5.2 **Enforcement:** PER SC - Current and New code will have standard penalty and enforcement provisions. We can just refer to that section of the Code if you prefer. When this gets codified, it will be eliminated anyway

- a.) Laurens County Council, by and through its designated official, shall have the duty and responsibility to enforce all provisions of the codes adopted by this Ordinance, as may be deemed proper for the welfare, safety and health of the citizens of Laurens County, within the unincorporated areas.

b.) **Designation of Offenses:** Any person, entity or its representative or agent whose acts, actions or failure to act causes a violation of the codes adopted herein shall be issued a Uniform Ordinance Summons, citing said violation. A Uniform Ordinance Summons may be issued by any county official or employee designated as a code enforcement office and shall not be used to perform any custodial arrest for violations of this ordinance. Any act, action, failure to act or violation of the codes adopted herein is prohibited and declared to be unlawful. Violation of this Ordinance shall constitute a misdemeanor. All violations charged pursuant to a Uniform Ordinance Summons, shall vest in the jurisdiction of the Magistrate Court for Laurens County. Any bond amount for violations shall be prescribed, set and held by the presiding Magistrate.

c.) **Penalties and Violations** – The penalty for each violation of this Ordinance shall be punishable by a fine of not more than two hundred dollars (\$200) or by imprisonment for not more than thirty (30) days. Each day any violation of this Ordinance continues shall constitute a separate offense. **Delete and refer to Section 1-12 and 1-13 of the Code**

## SECTION 6 LEGAL STATUS

### 6.1 Authority

This Ordinance is adopted pursuant to authority conferred by the South Carolina Code of Laws upon the County of Laurens. This ordinance repeals and replaces Ordinances #529 and #401.

[PER SC - 655 is the controlling ordinance. Suggest that whatever changes, additions or deletions be based on 655. This would apply to all 4 of the listed, These references are as to administration rather than legal status](#)

#### Page 14 Ordinance #401:

##### 6.1 Administration General:

a.) Approval of Mobile Homes on Individual, Private Lots and/or with Mobile Home Parks or Designated Subdivisions.

Was in #487 in 1999

1.) Individuals desiring to site or move from one property to another, a mobile home anywhere in Laurens County, or a previously sited mobile home undergoing a change of ownership shall be required to have an occupancy inspection. A fee towards the re-inspection of existing mobile homes will be determined by County Council during budget deliberations.

Not in #655

#### PAGE 14, SECTION 6, ADMINISTRATION AND FINANCE, 6.1 ADMINISTRATION, GENERAL (Paragraph 7):

DELETION OF: 5.) The cost of the mobile home permits (temporary and occupancy) shall be inclusive and the fee shall be established by Laurens County Council. The fee shall be paid prior to the issuance of the temporary permit. Both permits shall be displayed permanently

Was in #436 in 1997

Not in #655

#### PAGE 14, SECTION 6, ADMINISTRATION AND FINANCE, 6.1 ADMINISTRATION, GENERAL (Paragraph 8):

DELETION OF: 7) A permit / inspection fee of fifty dollars (\$50.00) per home payable to the Laurens County Tax Assessor is hereby established.

Was in #436 in 1997

Not in #655

ADDED: 6.) A fee set forth by Laurens County Council will be payable to the Laurens County Assessor.

**SECTION 6. ADMINISTRATION AND ENFORCEMENT. 6.1 ADMINISTRATION,  
ISSUANCE OF A BUILDING PERMIT (Paragraphs 4 and 5):**

- ISSUANCE OF: 3.) Issuance of a building permit.  
In order to obtain a building permit, the developer shall submit written approval from the Office of the Assessor to the Laurens County Auditor's Office. Issuance of a building permit in the form attached as Exhibit B or as subsequently amended will allow the developer to start construction.
- ISSUANCE OF: 4.) A permit / inspection fee of fifty dollars (\$50.00) per home payable to the Laurens County Tax Assessor is hereby established.

Was in #436 in 1997  
Not in #655

**DELETE**

6.2 Validity - Should any section or provision of this Ordinance or application of a provision of the Ordinance be declared invalid or unconstitutional by any court of a competent jurisdiction, such declaration shall not affect the validity of the Ordinance as a whole or any part thereof, other than the part or application so declared to be unconstitutional or invalid.

**PER SC - 6.2 through 6.6 are standard and will be part of the Code. The language would be applicable with each ordinance or amendment and would not have to be included in each version. DELETE**

6.3 Conflict with Other Regulations - The provision of this Ordinance shall be held to be minimum requirements. Whenever the requirements of this Ordinance are at a variance with the requirements of any other lawfully adopted rules, regulations or ordinances the most restrictive, or that imposing the highest standards, shall govern.

Nothing in this Ordinance shall conflict with the authority of the Laurens County Codes and Inspections Office in issuing permits for electrical hook-ups and placing Manufactured Home property on the roll for tax purposes, as required by Act 208, and Title 31, Chapter 17 of the South Carolina Codes, 1976, South Carolina Tax Commission regulations, and other relevant statutes.

6.4 Separability - If any section, clause or portion of this Ordinance shall be held by a Court of competent jurisdiction to be invalid or unconstitutional, such finding shall not affect any other section, clause or portion of this Ordinance.

6.5 Amendments - This Ordinance may be amended in the same manner as prescribed by law for its original adoption.

6.6 Effective Date - All provisions of this section and other relevant sections of this Ordinance shall take effect upon enactment by the Laurens County Council according to law.

**PAGE 11, SECTION 4. 4.4 EFFECTIVE DATE (paragraph 12):**

4.4 Effective Date

All provisions of this section and other relevant sections of this Ordinance shall take effect *eighteen (18) months* following the enactment of this Ordinance *for mobile homes cited prior to October 1, 1996.*

Was in #436 in 1997

Not in #655

**PER SC - 655 is controlling ordinance. 6.6 covers the effective date as would any amending ordinance. This will be covered in the new code. Standard 'effective dates' are actually as per law (3 or 3 and PH whichever**

may be applicable). We normally include this for new stand alones, but in effect, it disappears after passage unless there is some reason to delay implementation on a specific date..

6.7 Adoption - NOW THEREFORE, BE IT ORDAINED, that Laurens County Council adopts the Manufactured Home Ordinance this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ADD IN'S REQUESTED BY CB....need location and wording:

1. Side setbacks same as Subdivision (section 3.2)
2. Add refer to Laurens County Mobile Home setup guide (section 3.3 d)
3. Homeowner or dealer should be responsible for setback verification. If the County must verify have a licensed surveyor on site. (Def 18 & 3.1)
4. Need a Fine for moving a home without moving permit properly displayed on back of home. (5.2)
5. Change de-title home criteria to masonry skirting only (3.4 refers back to 3.3, but b is for all homes, it should be masonry only for de-title homes.)
6. Add M.H. additions by manufacturers design. (1.3 f)
7. Within 15 days of moving a home into or within the County, the owner shall obtain mobile home license (decal) from the County.
8. Pre"76" (Homes without H.U.D. inspection placards) homes are not allowed to be moved into the County or within the County. (1.3e)

| NUMBER | TYPE        | DESCRIPTION                                      | FIRST      | SECOND     | THIRD      | PH         |
|--------|-------------|--------------------------------------------------|------------|------------|------------|------------|
| 814    | ENFORCEMENT | AMENDING - JUNKYARD ORD -                        | 3/22/2016  | 4/12/2016  | HOLDING    |            |
| 735    | ENFORCEMENT | AMENDING - ANIMAL CONTROL ORD #                  | 3/27/2012  | 4/10/2012  | 5/8/2012   | 5/8/2012   |
| 705    | ENFORCEMENT | RV CAMP SITE REGULATIONS                         | 7/13/2010  | 7/27/2010  | 9/14/2010  | 9/14/2010  |
| 698    | ENFORCEMENT | AMENDING - BLUE LAWS W/RES                       | 11/24/2009 | 12/8/2009  | 1/12/2009  | 1/12/2009  |
| 695    | ENFORCEMENT | AMENDING - CELL TOWER                            | 10/13/2009 | 10/27/2009 | 11/24/2009 | 11/24/2009 |
| 673    | ENFORCEMENT | AMENDING - MOBILE HOME - #655 - SECTIONS         | 9/30/2008  | 10/14/2008 | 11/11/2008 | 11/11/2008 |
| 656    | ENFORCEMENT | AMENDING - FLOOD ORD #407                        | 4/8/2008   | 4/22/2008  | 5/13/2008  | 5/13/2008  |
| 655    | ENFORCEMENT | AMENDING - MOBILE HOME #                         | 3/11/2008  | 4/8/2008   | 6/24/2008  | 6/24/2008  |
| 653    | MORATORIUM  | MORATORIUM - TEMPORARY MOBILE HOME PARKS         | 1/22/2008  | 2/12/2008  | 3/11/2008  | 3/11/2008  |
| 634    | ENFORCEMENT | AMENDING - NOISE - ORD #538                      | 2/26/2007  | 3/13/2007  | 4/10/2007  | 4/10/2007  |
| 633    | ENFORCEMENT | MOTORSPORTS REGULATIONS                          | 1/9/2007   | HOLDING    |            |            |
| 611    | ENFORCEMENT | AMENDING - FLOOD ORD #417                        | 9/11/2005  | 9/25/005   | 12/13/2005 | 12/13/2005 |
| 554    | ENFORCEMENT | AMENDING - JUNKYARD ORD #433                     | 2/26/2002  | 3/12/2002  | 4/9/2002   | 4/9/2002   |
| 553    | ENFORCEMENT | AMENDING - SUBDIVISION ORD #418                  | 2/26/2002  | 3/12/2002  | 4/9/2002   | 4/9/2002   |
| 552    | ENFORCEMENT | AMENDING - NUISANCE ORD #475                     | 2/26/2002  | 3/12/2002  | 4/9/2002   | 4/9/2002   |
| 549    | ENFORCEMENT | AMENDING - ORD #536 - GO CARTS/ATV's/DIRT BIKES  | 11/27/2001 | 12/18/2002 | 1/22/2002  | 1/22/2002  |
| 538    | ENFORCEMENT | AMENDING - NOISE ORDINANCE                       | 7/30/2001  | 8/14/2001  | 9/11/2001  | 9/11/2001  |
| 537    | ENFORCEMENT | FIREARMS REGULATIONS                             | 7/30/2001  | 8/14/2001  | 9/11/2001  | 9/11/2001  |
| 536    | ENFORCEMENT | GO-CARTS REGULATIONS                             | 7/30/2001  | 8/14/2001  | 9/11/2001  | 9/11/2001  |
| 530    | ENFORCEMENT | NEGLIGENT DRIVING                                | 3/27/2001  | 4/10/2001  | 6/10/2001  | 6/10/2001  |
| 529    | ENFORCEMENT | AMENDING - #401 - MOBILE / MANUFACTURED HOMES    | 3/27/2001  | 4/10/2001  | 6/10/2001  | 6/10/2001  |
| 522    | ENFORCEMENT | AMENDING - #483 - STANDARD BLDG CODES            | 7/11/2000  | 7/25/2000  | 8/22/2000  | 8/22/2000  |
| 512    | ENFORCEMENT | TOWER REGULATIONS                                | 2/1/2000   | 2/15/2000  | 3/14/2000  | 3/14/2000  |
| 509    | ENFORCEMENT | AMENDING - ORD #418 - SUBDIVISION ORD            | 12/14/1999 | 1/11/2000  | 2/15/2000  | 2/15/2000  |
| 508    | ENFORCEMENT | DEVELOPMENT STANDARDS                            | 11/23/1999 | 12/14/1999 | HOLDING    |            |
| 497    | ENFORCEMENT | FIRE HYDRANT STANDARDS                           | 7/13/1999  | 7/27/1999  | 8/24/1999  | 8/24/1999  |
| 493    | ENFORCEMENT | AMENDING - VIDEO POKER FEES                      | 4/27/1999  | 5/25/1999  | 6/22/1999  | 6/22/1999  |
| 489    | ENFORCEMENT | ROAD STANDARDS - YEAR COMPLIANCE CHANGES (1 to   | 2/23/1999  | 3/9/1999   | 4/13/1999  | 4/13/1999  |
| 487    | ENFORCEMENT | AMENDING - ORD #401 & #386 - MOBILE HOME ORD     | 2/23/1999  | 3/23/1999  | 5/11/1999  | 5/11/1999  |
| 483    | ENFORCEMENT | ADOPTION OF VARIOUS BUILDING CODES               | 2/8/1999   | 2/23/1999  | 4/13/1999  | 4/13/1999  |
| 475    | ENFORCEMENT | NUISANCE ORD                                     | 8/11/1998  | 8/25/1998  | 9/22/1998  | 9/22/1998  |
| 455    | ENFORCEMENT | UNIFORM ORD SUMMONS                              | 11/25/1997 | 12/16/1997 | 1/13/1998  |            |
| 436    | ENFORCEMENT | AMENDING - MOBILE HOME ORDINANCE #401            | 6/10/1997  | 6/24/1997  | 7/22/1997  | 7/22/1997  |
| 433    | ENFORCEMENT | JUNKYARD                                         | 5/27/1997  | 7/8/1997   | 11/11/1997 | 8/12/1997  |
| 425    | ENFORCEMENT | SOLID WASTE MANAGEMENT PLAN                      | 11/12/1996 | 11/26/1996 | 1/28/1997  | 1/14/1997  |
| 424    | ENFORCEMENT | AMENDING - ROAD ORD #386                         | 8/13/1996  | 8/27/1996  | 9/10/1996  | na         |
| 423    | ENFORCEMENT | AMENDING - NOISE ORD #272-B                      | 8/13/1996  | 8/27/1996  | 9/10/1996  | na         |
| 418    | ENFORCEMENT | SUBDIVISION                                      | 4/23/1996  | 4/14/1996  | 7/22/1996  | 7/22/1996  |
| 417    | ENFORCEMENT | PROHIBITING ADULT ENTERTAINMENT                  | 2/27/1996  | 3/12/1996  | 4/23/1996  | 4/23/1996  |
| 413    | ENFORCEMENT | AIRPORT SPECIAL PURPOSE DISTRICT                 | 9/26/1995  | 10/10/1995 | 11/14/1995 | 11/14/1995 |
| 407    | ENFORCEMENT | FLOOD DAMAGE                                     | 2/28/1995  | 3/14/1995  | 4/11/1995  |            |
| 404    | ENFORCEMENT | FEE - COIN OPERATED MACHINES                     | 1/24/1995  | 2/14/1995  | 3/28/1995  |            |
| 401    | ENFORCEMENT | MOBILE HOME ORDINANCE                            | 9/27/1994  | 4/23/1996  | 7/22/1996  | 7/22/1996  |
| 386    | ENFORCEMENT | L.C. ROAD STANDARDS                              | 2/8/1994   | 3/8/1994   | 4/12/1994  |            |
| 379    | ENFORCEMENT | PP BLDG CODES ADOPT                              | 12/14/1993 | 1/11/1994  | 1/11/1994  |            |
| 356    | ENFORCEMENT | ANIMAL CONTROL                                   | 4/14/1992  | 4/30/1992  | 6/23/1992  |            |
| 326    | ENFORCEMENT | AMENDING - ORD #312 - LANDFILL SERVICE CHARGES   | 7/23/1990  | 8/13/1990  | 8/30/1990  |            |
| 312    | ENFORCEMENT | ESTABLISHING LANDFILL SERVICE CHARGERS           | 12/11/1989 | 12/18/1989 | 1/8/1990   |            |
| 286    | ENFORCEMENT | AMENDING - ORD #277 - SUBDIVISION PLATS / SIGNS  | 2/20/1989  | 3/20/1989  | 5/8/1989   |            |
| 277    | ENFORCEMENT | PRIVATE ROAD ORD - DEFINITIONS / PERSON IN CHARG | 10/17/1988 | 11/7/1988  | 12/1/1988  |            |
| 275    | ENFORCEMENT | FLOOD CONTROL PREVENTION - AREAS OF LC           | 10/10/1988 | 10/17/1988 | 11/14/1988 |            |
| 272-B  | ENFORCEMENT | NOISE CONTROL                                    | 9/19/1988  | 12/12/1988 | 1/9/1989   |            |
| 244    | ENFORCEMENT | AMENDING - ORD #236 - SCAVENGING - GARBAGE CONT  | 12/8/1986  | 12/15/1986 | 1/12/1987  |            |
| 236-A  | ENFORCEMENT | REGULATING USE OF SOLID WASTE CONTAINERS AND     | 12/8/1986  | 12/15/1986 | 1/12/1987  |            |
| 80     | ENFORCEMENT | LAND USE FLOODING                                |            |            |            |            |
| 78     | ENFORCEMENT | SOLID WASTE                                      |            |            |            |            |
| 22     | ENFORCEMENT | SANITATION DEPARTMENT                            |            |            |            |            |
| 19     | ENFORCEMENT | SOLID WASTE - DEBRIS                             |            |            |            |            |
| 7      | ENFORCEMENT | SEWAGE DISPOSAL                                  |            |            |            |            |

D=Disk  
B=Book

**SUMMARY OF ENFORCEMENT ORDINANCES PER DEPARTMENT**  
**Main Departments are identified but some do have interaction with other Departments**

**ASSESSOR:**

- 1.) **Flood Prevention:**
  - a.) Ordinance #80 – approved in 1978.
  - b.) Ordinance #275 – approved in 1988 - ??? Initial ordinance required by state?
  - c.) Ordinance #407 – approved in 1995 – does not repeal previous Ordinances but reenacts
  - d.) Ordinance #656 – approved in 2008 – amending only sections in #407

**BUILDING CODES:**

- 1.) **Building Codes –**
  - a.) Ordinance #483 – approved in 1999 – establishing/adopting 1997 Standard Code
  - b.) Ordinance #522 – approved in 2000 (Not amend in total #483) – adopts 2000 edition International Code
- 2.) **Cell Towers:**
  - a.) Ordinance #512 – approved in 2000
  - b.) Ordinance #695 – approved in 2009 – amending sections of #512
- 3.) **Junkyards:**
  - a.) Ordinance #433 – approved in 1997
  - b.) Ordinance #554 – approved in 2002 – amending only a section of #433
  - c.) Ordinance #814 – PC completed-sent to CC – CCC to review /decide back to CC PH &3RD
- 4.) **Manufactured Homes:**
  - a.) Ordinance #401 – approved 1996
  - b.) Ordinance #436 – approved 1997 – amending only sections of #401
  - c.) Ordinance #487 – approved 1999 – amending only sections of #436 / #401
  - d.) Ordinance #529 – approved 2001 – replaces / amending in total Ord #401e.)
  - e.) Ordinance #653 – approved 2008 – temporary moratorium for any new MHP
  - f.) Ordinance #655 – approved 2008 – repeals / replaces Ordinances #529 & #401
  - g.) Ordinance #673 – approved 2008 – amending only sections of 655
- 5.) **Motorsports:**
  - a.) Ordinance #536 – approved 2001
  - b.) Ordinance #549 – approved 2002 – amends only sections of #536
  - c.) Ordinance #633 – first reading 1/9/2007 – per Council holding until passing of #634 Noise
- 6.) **Nuisance:**
  - a.) Ordinance #475 – approved 1998
  - b.) Ordinance #552 amending only sections of #475
- 7.) **Sexually Oriented Businesses:**
  - a.) Ordinance #417 – approved in 1996 - no amending ordinances to date
- 8.) **Recreational Properties / Campgrounds:**
  - a.) Ordinance #705 – approved in 2010 - no amending ordinances to date
- 9.) **Subdivisions:**
  - a.) Ordinance #418 – approved in 1996
  - b.) Ordinance #509 – approved in 2000 – amending only sections of #418
  - c.) Ordinance #553 – approved 2002 – amending only sections of #418 and #509
- 10.) **Uniform Ordinance Summons:**
  - a.) Ordinance #455 – approve in 1998 with no amending ordinances to date

FIRE DEPARTMENT / WATER SEWER COMMISSION

1.) Fire Hydrant Standards:

- a.) Ordinance #497 – approved in 1999 - no amending ordinances to date

PUBLIC WORKS:

1.) Animal Control:

- a.) Ordinance #356 – approved in 1992
- b.) Ordinance #735 – approved in 2012 – repealed Ordinance #356

2.) Roads:

- a.) Ordinance #277 – approved in 1988 (private roadways)
- b.) Ordinance #286 – approved 1989 - repeals / replaces Ordinances #277
- c.) Ordinance #386 – approved 1994 – requirements of #277 as amended by #286 shall be met
- d.) Ordinance #424 – approved 1996 – amending #386 sections only
- e.) Ordinance #489 – approved 1999 – amending #386 sections only

3.) Solid Waste:

- a.) Ordinance #7 Sewage Disposal – approved in 1972
- b.) Ordinance #19 – approved 1973 – tarping garbage trucks
- c.) Ordinance #22 – approved in 1974 – Setting up Sanitation Department (direction of Litter Officers)
- d.) Ordinance #78 – approved 1978 – Solid Waste regulations (how to's)
- e.) Ordinance #236 – approved 1987 – LC Solid Waste Container Ordinance
- f.) Ordinance #244 – approved 1987 – partial amendment to #236
- g.) Ordinance #312 – approved 1990 – services charges depositing of solid waste in landfill
- h.) Ordinance #326 - approved 1990 – Landfill service charges - partial amending #312
- i.) Ordinance #244 – approved 1996 –
- j.) Ordinance #425 – approved 1997 – (question if it repeals all other ordinances) does not state

SHERIFF:

1.) Firearms:

- a.) Ordinance #537 – approved in 2001 - no amending ordinances to date

2.) Negligent Driving:

- a.) Ordinance #530 – as of PH in 2001 – CC determined to put on hold

3.) Noise:

- a.) Ordinance #272-B – approved 1989
- b.) Ordinance #423 – approved in 1996 – repeals and replaces #272-B
- c.) Ordinance #538 – approved in 2001 - repeals and replaces #423 and #272-B
- d.) Ordinance #634 – approved in 2007 – amends and replaces #538