



CITY OF MANITOWOC

WISCONSIN, USA
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TO: Finance Committee
Aldersperson James Brey, Chair

FROM: City Clerk Deborah Neuser

DATE: February 25, 2019

RE: License for Mobile Home or Manufactured Home Parks
Code Section 15.510(3)

The City Clerk's Office currently issues 5 Mobile Home Park Licenses and each license has its own license year depending on when the original date of issuance. This makes it very difficult to keep track of the various expiration dates.

Therefore, please consider changing the Municipal Code to place these licenses on a calendar year so they all expire December 31st and all the renewal packets can be mailed out at one time. Of course, the first year's fees would be prorated.

Thank you for your consideration in this matter.

For your reference, Code Section 15.510(3) reads as follows:

(3) License for Mobile or Manufactured Home Parks. It shall be unlawful for any person to construct, alter or extend an existing mobile or manufactured home park, maintain, or operate a mobile or manufactured home park within the limits of the City of Manitowoc unless such person shall first obtain a license therefor from the Common Council. ~~Such license shall expire one year from the date of issuance but may be renewed under the provisions of this section for additional periods of one year.~~ Licenses issued under this section shall expire December 31st of the year an application was submitted and may be renewed under the provisions of this section for additional periods of one year.

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