



## Neighborhood Services

281 North College Avenue  
P.O. Box 580  
Fort Collins, CO 80522.0580

### MEMORANDUM

**DATE:** July 16, 2021

**TO:** Mayor Arndt and City Councilmembers

**THRU:** Darin Atteberry, City Manager <sup>DS</sup>  
 Kyle Stannert, Deputy City Manager <sup>DS</sup>  
 Caryn Champine, Director, Planning, Development & Transportation <sup>DS</sup>  
 Paul Sizemore, Director, Community Development & Neighborhood Services <sup>DS</sup>

**FROM:** JC Ward, Senior City Planner, Neighborhood Services <sup>DS</sup>  
 Emily Olivo, Neighborhood Liaison, Neighborhood Services <sup>DS</sup>

**RE:** Work Session Summary – July 13, 2021 re: Mobile Home Park Enforcement Program

At the July 13<sup>th</sup> City Council Hybrid Work Session, JC Ward and Emily Olivo provided an overview of a Mobile Home Park (MHP) Enforcement Program and requested Council feedback on the program components and timeline.

#### Discussion

- General support for a local mobile home park enforcement program, with agreement amongst Councilmembers present that this will help address important issues that impact this vulnerable population. There were multiple statements of support for resourcing this effort. Some Councilmembers also highlighted the importance of these issues and expressed support for consideration of new Municipal Code additions at future work sessions.
- The capacity-building and potential for growth opportunities for community leaders through the development of Residents' Associations within some of the mobile home parks generated support and energy for expansion from many Councilmembers. Staff outlined the ways Residents' Associations provide a stronger, more cohesive voice from the neighborhoods and leads to a more efficient and effective response. In addition to welcoming this news, Councilmembers were also interested in the formation of a city-wide MHP residents' or leadership council.
- Clarification was requested regarding the difference between the state MHP registration system and the proposed local registration. Staff provided details about the need for information, such as owner contact information, lot rents, and maintenance documentation, not currently required for registration with the state.
- Concerns about street maintenance and traffic-related safety were mentioned, with a request to staff to look more in-depth at regulations around potential for City-driven solutions within MHP's and multi-family properties. Roads, drives, and parking lots in multi-dwelling unit communities and MHP neighborhoods are considered private streets and are not monitored or maintained by City.
- Councilmembers acknowledged the significant issues with water rebilling and infrastructure. Some Councilmembers urged Staff to outline approaches to these issues, incorporate them into the enforcement program rollout timeline, and bring them before Council in the future.

#### Next Steps & Follow-up

In response to direction from Council, the MHP Residents' Rights Team will:

1. Develop and implement components of this program according to the AIS timeline
2. Focus immediate efforts on the MHP Handbook, Fall clean up and repair events for senior parks, and exploring updates to Municipal Code to support program components
3. Continue supporting community organizing of MHP residents' associations and connecting neighborhood leaders to potentially form a leadership council
4. Provide a follow-up memo to Council by August 1, 2021 with information regarding street maintenance and traffic control in MHP's and multi-dwelling properties and a timeline for developing and presenting potential approaches to water rebilling and infrastructure issues



## Neighborhood Services

281 North College Avenue  
P.O. Box 580  
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### MEMORANDUM

**DATE:** August 6, 2021

**TO:** Mayor Arndt and City Councilmembers

**THRU:** Darin Atteberry, City Manager <sup>DS</sup>  
 Kyle Stannert, Deputy City Manager <sup>PS</sup>  
 Caryn Champine, Director, Planning, Development & Transportation <sup>DS</sup>  
 Paul Sizemore, Director, Community Development & Neighborhood Services <sup>DS</sup>

**FROM:** JC Ward, Senior City Planner, Neighborhood Services <sup>DS</sup>

**RE:** Mobile Home Park Enforcement Program Work Session

The purpose of this memo is to provide additional information requested by City Councilmembers at the Council Work Session on July 13, 2021 regarding the Mobile Home Park Enforcement Program; traffic and street maintenance in mobile home parks; a timeline for potential Municipal Code change proposals; and Mobile Home Park water infrastructure discussions.

#### Traffic Operations, Street Maintenance, and Enforcement in Mobile Home Parks

- **Roads, drives, and parking lots in mobile home park ("MHP") neighborhoods and multi-dwelling unit complexes are considered private streets** and are not monitored for traffic control measures and are not maintained by City. The City does not supply speed limit signs or enforce speed limits within MHP's.
- **Traffic Engineering Staff** have assisted MHP residents and managers with questions on installation and efficacy of "speed bumps" upon request. This assistance was provided so any resident-initiated traffic control on private drives could align with processes and neighborhood outreach required on public streets, although the process on private streets is not overseen or monitored by City Staff.
- **Police Services Patrol Officers, Leadership, and Neighborhood Engagement Teams** have met with residents and property managers through individual community policing efforts and panel discussions at neighborhood meetings regarding concerns with speeding and safety within the mobile home parks. Although speed limit enforcement on private streets is outside the scope of Police Services authority, enforcement of traffic rules related to safety and health are within their scope of enforcement. Officers have been very responsive to requests for increased patrols within MHP's and along public streets leading into the neighborhoods.
- **Transportation Operations and Streets Staff** have indicated willingness to participate in the MHP visual needs assessment as part of the MHP Enforcement Program to document the type and severity of pavement and other street maintenance issues. This will assist with building the annual inspection checklist and estimating infrastructure repair costs in MHP's that might be eligible for grant funding in the future.
- **Although current law and policy related to traffic, speed limit, and streets maintenance prevent City Staff from solving these issues within mobile home parks through enforcement, this is an area with potential for negotiated agreements between the City and mobile home park property owners.** For example, an agreement might state that the City would provide speed limit signs and/or speed bumps in return for allowing speed limit enforcement by Police Services within the mobile home park for a defined period of time. Negotiated agreements or investments are on the current MHP Enforcement Program timeline for exploration in 2023, but if opportunities arise for partnership or use of federal infrastructure or other grant dollars before the 2023/24 BFO process, MHP Residents' Rights Team may be able to begin these efforts more quickly.

### **Potential Code Changes**

As part of the Enforcement Program, the MHP Residents' Rights Team has identified potential changes to Municipal Code that would be required to allow proactive enforcement, inspections, manager certification, and solutions to some concerns related to water rebilling by property owners.

The following is an anticipated timeline for bringing proposed Municipal Code changes before City Council and is subject to change based on departmental workload, availability of subject matter experts, efficacy of state-level efforts, and changes to compliance and enforcement at the federal and state levels.

Q4 2021	Q1 & Q2 2022
Notice of water leaks or continuous consumption to MHP residents	Alignment of disclosure authority for portions of MHP water bills by water services providers with disclosure requirements for MHP owners under Colorado Mobile Home Park Oversight Act to the extent allowable by state and federal law
Prohibition of "flat rate" water charges or inclusion of water charges in lot rent by MHP owners/managers	Mobile Home Park property manager certification
Requirement of either: A. Submetering for water in all units by MHP owners or B. Use of Fort Collins Utilities-provided formula by MHP owners to allocate water costs to each unit	Mobile Home Park annual inspection & requirements
Other updates related to proactive enforcement or patrols by enforcement officers as necessary and appropriate	Requirement of documentation and information disclosure regarding average lot rents, current park rules, contact information of owners and property managers, and maintenance
	Alignment of penalty structures with existing inspection, enforcement, and certification penalties with consideration of the special circumstances in MHP's
	Updates related to participation in City income-qualified programs, resources, and services

### **Water Quality and Infrastructure Issues**

- Fort Collins Utilities is currently engaged in internal stakeholder meetings to discuss MHP infrastructure-related issues outlined in the Work Session AIS from July 13, 2021 and a new requirement related to backflow from Colorado Department of Public Health and Environment for certain mobile home parks.
- Once identified by water service providers, the benefits and drawbacks of potential solutions and/or strategies will be further explored by Fort Collins Utilities and other water districts in the coming months and brought before Council once research and analysis are complete. Updates on this work will be provided as part of scheduled reporting by the MHP Residents' Rights Team through Council memos.