

Amendment to Ordinance No. 2019-006

SECTION 5. ADMINISTRATIVE VARIANCE FOR TEMPORARY OCCUPANCY OF RECREATIONAL VEHICLES AND TRAVEL TRAILERS

A. Purpose.

The purpose of this section is to provide a limited administrative process for temporary occupancy of a recreational vehicle or travel trailer when exceptional circumstances exist. This administrative variance is intended to provide timely relief while protecting the residential character of the City and promoting the public health, safety, and welfare.

B. Administrative Authority.

The City Secretary is authorized to approve **one (1) temporary administrative variance** allowing occupancy of a recreational vehicle or travel trailer beyond the limitations established by this ordinance for a period not to exceed **ninety (90) consecutive days**, provided the application satisfies the requirements of this section.

The City Secretary shall determine whether:

1. A qualifying hardship exists;
2. The request satisfies the requirements of this section;
3. The occupancy will not create a public nuisance or safety hazard; and
4. Approval is consistent with the purpose and intent of this ordinance.

The City Secretary may deny any application that fails to satisfy these requirements.

The City Secretary shall have no authority to:

1. Grant a variance exceeding ninety (90) consecutive days;
2. Grant more than one (1) administrative variance for the same property during any twenty-four (24) month period;
3. Waive any requirement relating to public health, sanitation, fire safety, building safety, or utility connections; or
4. Approve any request that does not satisfy the eligibility requirements established by this section.

Any request exceeding the authority granted herein shall be referred to the City Council for consideration.

C. Application.

The property owner shall submit a written application to the City Secretary containing, at a minimum:

1. The property address;
 2. The name and contact information of the property owner;
 3. The name of each proposed occupant;
 4. A description of the hardship;
 5. The requested beginning and ending dates of the occupancy;
 6. Supporting documentation demonstrating the hardship or exceptional circumstance; and
 7. Any additional information reasonably requested by the City Secretary.
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D. Qualifying Hardships.

An administrative variance may be granted only for one or more of the following circumstances:

1. The primary residence has been rendered temporarily uninhabitable due to fire, flood, hurricane, tornado, or other natural disaster.
2. The primary residence is undergoing substantial repairs, reconstruction, or remodeling pursuant to a valid building permit issued by the City.
3. A new residence is actively under construction on the property pursuant to valid building permits, and temporary occupancy is necessary pending completion.
4. A documented medical hardship requiring temporary on-site care of the property owner or an immediate family member.
5. Temporary displacement resulting from an insurance claim or other event beyond the applicant's reasonable control.
6. Another temporary hardship that the City Secretary determines is comparable in nature and consistent with the purpose and intent of this ordinance.

Economic convenience or personal preference alone shall not constitute sufficient grounds for approval.

E. Conditions of Approval.

The City Secretary may impose reasonable conditions necessary to protect the public health, safety, and welfare, including but not limited to:

1. Limiting the number of occupants.
2. Limiting the duration of occupancy.

3. Requiring compliance with all applicable health, fire, building, electrical, plumbing, and sanitation regulations.
 4. Requiring connection to approved water, sewer, and electrical services in compliance with all applicable laws and codes.
 5. Requiring the recreational vehicle or travel trailer to remain parked on an approved hard surface.
 6. Requiring the recreational vehicle or travel trailer to remain outside all required setbacks and behind the front building line of the principal structure.
 7. Requiring the property to remain free of junk, debris, refuse, and unsafe conditions.
 8. Requiring continued compliance with all applicable City ordinances and state law.
 9. Any additional condition reasonably necessary to accomplish the purposes of this ordinance.
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F. Duration.

The City Secretary may approve an administrative variance for a period not exceeding **ninety (90) consecutive days**.

Only **one (1) administrative variance** may be granted for any property during any **twenty-four (24) month period**.

Any request for an extension or any additional variance shall require approval by the City Council.

G. Appeals.

Any applicant whose request is denied by the City Secretary may appeal the decision to the City Council by filing a written notice of appeal with the City Secretary within **ten (10) business days** after the date of the decision.

The City Council may affirm, modify, or reverse the decision after considering the evidence presented.

H. Revocation.

The City Secretary may revoke an administrative variance upon determining that:

1. The application contained false or misleading information;
2. A condition of approval has been violated;
3. The hardship no longer exists;
4. The occupancy constitutes a nuisance or threatens the public health, safety, or welfare; or

5. The occupant or property owner has violated this ordinance or any other applicable City ordinance.

Unless an immediate threat to public safety exists, written notice shall be provided, and occupancy shall cease within **seventy-two (72) hours** after revocation.

I. Reporting to the City Council.

The City Secretary shall maintain a record of all applications for administrative variances submitted pursuant to this section.

At the next regularly scheduled meeting of the City Council following any action taken under this section, the City Secretary shall provide a written report identifying:

1. Each administrative variance approved;
2. Each administrative variance denied;
3. Each administrative variance revoked;
4. The address of the property;
5. The duration of the approved variance, if applicable; and
6. A brief description of the qualifying hardship.

The City Council shall receive the report for informational purposes only and shall not be required to ratify or approve any administrative variance properly issued by the City Secretary pursuant to this ordinance.

J. No Permanent Right.

An administrative variance granted under this section:

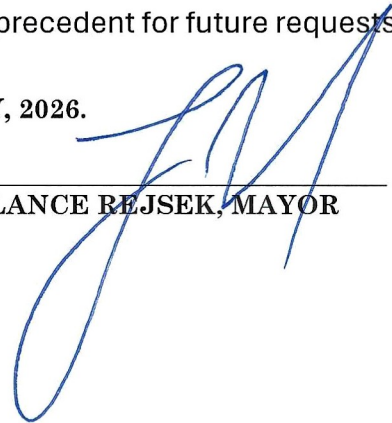
1. Is temporary in nature.
2. Runs only for the approved period.
3. Is personal to the applicant and the subject property.
4. Is not transferable.
5. Shall not create a vested right or establish precedent for future requests.

PASSED AND APPROVED THIS 20 DAY OF JULY, 2026.

ATTEST:



RENEE NORTON, CITY SECRETARY



LANCE REJSEK, MAYOR