

CITY OF SHELLEY
PLANNING & ZONING
MINUTES

July 16, 2025

PRESENT: Chairman: Shane Wootan

P&Z Members: Devan Dye, Josh Carrel, Paul Voelker, Cam Hulse, Lauren Cardon P&Z

Secretary: Tori Pacheco

ABSENT: P&Z Member: Aaron Severinsen

Called to order at 6:30 p.m.

Shane opened the meeting.

Shane first welcomed the new P&Z committee members, Josh Carrel and Lauren Cardon. The committee members introduced themselves to the new members. Shane recognized Jordon Johnson (Building Inspector) for simplifying the P&Z process and always making everything run smoothly.

Call for Public Hearing and Discuss changing verbiage in Title 10 from Mobile Home to Manufactured Home / Modular Home

Shane stated that the first item on the agenda is to discuss and call for a public hearing to amend the wording of Title Ten, potentially removing “Mobile Homes” from the city code. Shane mentioned that at a previous public hearing, it was brought up that a mobile home park would include mobile homes, which are defined as being built prior to 1976. Shane clarified that when planning the future vision for the City, “mobile homes” would not be permitted within the City, as they are not HUD-approved. Manufactured homes and modular homes, HUD-approved housing, are what the city should focus on in the future when referring to “Mobile Home” parks. Shane mentioned that a lot of work goes into changing the verbiage in Title Ten. Shane referred to Title 10-2-8 definitions: “Mobile Homes: A manufactured relocatable single-family dwelling unit made prior to June 15, 1976, which does not meet the Federal Man Construction and Safety Standards. See Manufactured Home.” Shane mentioned that in the mobile home definitions, it refers to the manufactured home definition: “Manufactured home” (formerly mobile home) means a structure, constructed according to HUD/FHA mobile home construction and safety standards, transportable in one or more sections, which, in the traveling mode, is eight (8) body feet or more in width or is forty (40) body feet or more in length, or when erected on site, is three hundred twenty (320) 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 therein, except that such term shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under 42 U.S.C. 5401 et seq.” Josh inquired if there are existing mobile home parks within the City. It was confirmed that there are two mobile home parks within the city limits. Josh then commented that the committee wouldn’t be able to strike mobile homes from the city code and asked if they were to strike it, if it would then be considered a nonconforming use. Shane stated that the existing mobile homes would be grandfathered in. Existing mobile homes would not be required to update their homes to comply with the updated city code. Shane said that as the City grows and evolves, the older mobile homes would eventually phase out. Jordon believes that the state code and HUD regulations will protect the City. According to HUD regulations, mobile homes built before 1976 are not allowed within the City limits. The City follows these State Codes and therefore does not permit mobile homes built before 1976. Shane asked Jordon if an existing mobile home park were to remove a trailer built prior to 1976, if they would be required to replace it with a manufactured or modular home. Jordon confirmed that they would need to replace it with a HUD-approved manufactured or modular home. Josh inquired if it would be possible to move a pre-1976 mobile home from one mobile home park to another. It was confirmed that this is not permitted within the city limits. Jordon stated that a mobile home could not be remodeled to receive a HUD-approved sticker. He also mentioned that a modular home is similar to a manufactured home and almost like a stick-built home. Paul asked if there is a definition for a Modular Home in the City code. It was confirmed that currently, there is no City Code for modular homes. Josh asked if Jordon

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inspects modular and manufactured homes before they are allowed into the City. Jordon confirmed that he is not currently certified to do those checks but would like to obtain that certification in the future. Shane commented that the current mobile home parks have a different standard for installing Manufactured Homes, which can have a smaller footprint. Jordon clarified that if the manufactured home is within a mobile home park, it is not on a subdivided lot within a residential zone. Manufactured homes placed on residential lots must follow the standard requirements. Shane asked Jordon if he foresees any issues if the city limits are extended south with an existing mobile home park that is currently outside the city limits. Jordon stated that if that park is annexed, it would be grandfathered as is. Cam asked why the proposed change was brought up. Shane said it was raised at a past public hearing when it was brought up that the definition of mobile home refers to those built before 1976, which suggests older trailers that do not meet HUD requirements. Jordon commented that the City Code definition for mobile home refers to a manufactured home, and he does not see a need for change. Josh suggested that it is implied in the definitions that the city allows the placement of a mobile home. If someone wants to bring in a mobile home, it is implied that the City would permit it. Jordon then stated that, according to state standards, a non-HUD-approved home would not be allowed. Shane agreed with Jordon. Josh added that if the city is out of alignment with State Standards, it could cause potential issues in the future. Jordon said he is open to changes. Shane suggested adding a note that the city does not allow the relocation of a mobile home pending the approval of BJ. Josh proposed removing mobile homes from the code, and Paul suggested adding that any mobile home entering the city must meet current standards. Shane mentioned that these suggested changes could be updated in the definitions section of Title Ten. Josh suggested removing mobile home entirely from the city code because the purpose of the P&Z is to plan for future city development, and a mobile home would not be permitted. Under the mobile home parks definition: “A parcel of ground retained under one ownership for the purpose of lease or rental of spaces for the placement of mobile homes or manufactured homes as defined in this Ordinance.” Shane proposed moving the word “placement” in front of manufactured homes and adding “existing” in front of mobile homes. Shane agreed with Josh that a preface should be included, indicating that future dwellings will be manufactured homes. Jordon suggested including the mobile home definition, now referred to as a manufactured home per HUD standards. In mobile home parks, the rental of existing mobile homes and the placement of new manufactured homes.

Paul motioned, and Devan seconded to call for a public hearing to change Title 10-2-7 Mobile Home definition: A manufactured relocatable single-family dwelling unit made prior to June 15, 1976, which does not meet the Federal Man Construction and Safety Standards. See Manufactured Home. To strike out, see Manufactured Home and change it to now referred to as Manufactured Home per HUD standards, pending approval of the City attorney. Approved unanimously, motion carries.

Paul motioned, and Cam seconded to call for a public hearing to change 10-2-8 Mobile Home Park: A parcel of ground retained under one ownership for the purpose of lease or rental of spaces for the placement of Mobile Homes or Manufactured Homes as defined in this Ordinance. To strike the placement of Mobile Homes and change it to spaces for existing Mobile Homes or the placement of Manufactured Homes as defined in this ordinance, pending approval of the City Attorney. Approved unanimously, motion carries

Approval of prior P&Z minutes – May 21, 2025

Planning and Zoning meeting, May 21, 2025, minutes not approved due to incorrect name spelling and incorrect absent and present list.

Approval of prior P&Z Minutes – June 18, 2025

Devan motioned, and Paul seconded to approve the minutes of the Planning and Zoning meeting held on June 18, 2025, as written. Approved unanimously. Motion carries.

The meeting was adjourned at 7:03 p.m.

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APPROVE: *Paul Valley* MINUTES
ATTEST: *Spall*