

TOWN OF WINDSOR

LOCAL LAW NO. 2 OF THE YEAR 2025

A LOCAL LAW AMENDING CHAPTER 64-MOBILE HOMES AND TRAILERS

Be it enacted by the Town Board of the Town of Windsor as follows:

Section 1. Purpose

- A. The purpose of this local law is to amend sections of Chapter 64, “Mobile Homes and Trailers” as follows:
1. This title of this Chapter shall now be “Mobile Homes, Recreational Vehicle Parks and Campgrounds.
 2. In the initial list of enumerated sections, § 64-22 shall now be titled “Campground requirements.”
 3. The following definitions shall be added to § 64-2, “Definitions and word usage:”
 - a. **CAMPING** – Overnight occupancy by visitors of facilities or space.
 - b. **CAMPGROUND** – Any parcel or tract of land including buildings or other structures, under the control of any person(s), corporation, limited liability corporation or like organization, where five (5) or more campsites are available for temporary or seasonal overnight occupancy.
 - c. **CAMPING CABIN** – A hard sided, fully enclosed structure constructed for habitation on a temporary basis and is part of a campground. Cabins may be of rudimentary rough construction or may be framed in the same manner as a single-family dwelling with or without kitchen and/or bathroom facilities as per the New York State Building Codes.
 - d. **CAMPING CABIN CLUSTERS** – A site layout of two (2) to six (6) camping cabins grouped on one campsite and sharing common public areas including but not limited to fire pits/rings, picnic space, outdoor cooking areas and parking spaces.
 - e. **CAMPING UNIT** – A tent, camping cabin, recreational vehicle or other type of portable shelter intended, designed or used for temporary human occupancy.
 - f. **CAMPSITE** – A portion of a campground, with or without connections to water supply, electrical service or sewage systems, used by one camping unit.
 - g. **CAMPSITE, SEASONAL** – A campsite intended to be occupied by the same individual or group for 30 days or more.
 - h. **LEAN-TO** – A rustic, three-sided shelter built for the comfort of campers and hikers.

- i. POTABLE WATER - Water suitable for human consumption, food preparation, lavatory, culinary, bathing or laundry purposes.
 - j. RECREATIONAL VEHICLE – A vehicular camping unit primarily designed as temporary living quarters for recreational, camping, travel or seasonal use that either has its own motive power or is mounted on or towed by another vehicle. Recreational vehicles include, but are not limited to, camping trailers, fifth wheel trailers, motor homes, park trailers, travel trailers and truck campers.
 - k. SELF-CONTAINED RECREATIONAL VEHICLE - A recreational vehicle equipped with at a minimum a toilet, a holding tank for sewage, a holding tank for drinking water and/or a connection through which the vehicle can be connected to a campground's water supply. These vehicles may also have electrical connections, showers, or other appliances.
 - l. TENT - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.
 - m. TENT PLATFRM - A raised surface for pitching tents on. It can be made from a variety of materials, including wood, metal, or stone. They can be permanent or portable, and come in different sizes to accommodate one or more tents.
 - n. TRAVEL TRAILER--Any portable vehicle which is designed to be transported on its own wheels, and which is designed and intended to be used for temporary living quarters for travel, recreation or vacation purposes.
4. The first sentence of § 64-4. Issuance of license, shall be amended as follows:

The Town Clerk of the Town of Windsor shall issue a license to be effective from the day of issuance, to and including December 31 of that same year. Prior to issuance, however, the Town Clerk shall receive the following:

5. § 64-9 shall be amended as follows:

§ 64-9. Application procedure.

Each application for a mobile home park license shall be filed in triplicate with the Town Clerk, shall be in writing and signed by the applicant and shall contain all the information and data required by § 64-10 of this chapter.

- A. The Town Clerk shall promptly transmit one (1) copy of the application to the Zoning Enforcement Officer, one (1) copy of the application to the Town Planning Board and retain one (1) copy in his office.

- B. The Zoning Enforcement Officer, upon receipt of the application, shall check the same for compliance with the Zoning Ordinance of the Town of Windsor and determine whether the proposed sewage disposal plan has been approved by the Broome County Department of Health. After such investigation, the Zoning Enforcement Officer shall transmit the application to the Town Board with his written findings within fifteen (15) days after the date of the receipt of the application by the Zoning Enforcement Officer.
 - C. Upon receipt of the application from the Town Clerk, the Planning Board shall review the application of the mobile home park, which review shall include a determination and an analysis of all the requirements under §§ 64-11 through 64-18 of this chapter. The Planning Board shall, within sixty-two (62) days of the receipt of the application, transmit the application to the Town Board, together with a written report as to its findings. Failure to act within sixty-two (62) days of receipt of the application shall permit the Town Board to act upon the application without recommendation of the Planning Board.
 - D. The Town Board shall review the findings of the Zoning Enforcement Officer and the Planning Board and, after a public hearing, by resolution, indicate its approval or disapproval of the application. Such public hearing shall be held by the Town Board within thirty-one (31) days of the receipt of the application from the Planning Board. The application shall then be returned to the Town Clerk and the applicant notified in writing by the Town Clerk of the decision of the Town Board, which notification shall be rendered within ten (10) days of the date of the decision of the Town Board.
6. § 64-10 C. shall be amended as follows:
- C. The number of lots to be provided in such park, including size and dimensions.
7. A new § 64-10 D. shall be added as follows, with subsequent section numbering amended accordingly:
- D. Location and dimensions of any common areas including, but without limiting, community mailboxes, park club house/community/room or laundry, common use playgrounds or lawns, picnic areas, swimming pools or beaches.
8. The section now identified as § 64-10 E. shall be amended as follows:
- E. Location of all natural features, including, but not limited to watercourses, marshes, wetlands, areas subject to flooding and wooded areas.
9. A new § 64-10 F. shall be added as follows, with subsequent section numbering amended accordingly:

F. A USGS Topographic Map of the Property.

10. A new § 64-10 G. shall be added as follows, with subsequent section numbering amended accordingly:

G. A floodplain map and floodplain development permit application with an elevation certificate, certified by a New York State licensed engineer or surveyor, if necessary.

11. § 64-11 A. shall be amended as follows:

A. Site. (1) The proposed park shall be located in areas where grade slope conditions are suitable for use a mobile home site. (2) The park shall be located on a well-drained site, properly graded to ensure rapid drainage and be free at all times from stagnant pools of water. (3) The park shall be at least five (5) acres in size with a one-hundred-foot frontage on a public road. (4) The park shall not be developed within the intermediate regional flood line established by the Corps of Engineers.

12. § 64-12 A. shall be amended as follows:

A. Any mobile home shall not be parked or otherwise located nearer than a distance of: (1) At least thirty (30) feet from an adjacent mobile home in any direction. (2) At least fifty (50) feet from the park property line. (3) At least seventy-five (75) feet from the right-of-way line of a public street or highway. (4) At least twenty (20) feet from the nearest edge of any roadway located within the park.

13. § 64-21 shall be renamed §64-21. License for campgrounds, and be amended as follows:

No person being the owner or occupant of any land within the Town of Windsor shall use or allow the use of such land for a campground unless a license has been obtained therefore as herein provided. The issuance of a license, the application procedure therefore, and the application data required shall be the same as those set forth in § 64-3 through § 64-10 of this chapter, except that references therein to requirements for a campground as set forth in § 64-22.

14. § 64-22. Trailer campground requirements shall be repealed in its entirety and replaced with the following:

§ 64-22. Campground requirements.

A. General Campground Requirements.

a. Each camp site within the campground shall have a minimum area of two thousand five hundred (2,500) square feet with a minimum dimension of forty (40) feet.

- b. The design of roads and walkways within the campground must indicate measures taken to separate the vehicle and pedestrian traffic. Walkways will be designed wherever possible to avoid crossing roads to reach service buildings and recreation areas.
- c. Vehicular Access - Each campground area shall be provided with two means of access from public roads. Sight distance at each entrance and exit shall be unobstructed for a distance of three hundred (300) ft. in either direction and approved by the Town, State or County highway officials. An adequate turnaround for emergency vehicles will be provided on non-through streets.
- d. Roads shall be at least fourteen (14) feet wide for one-way roads and twenty (20) feet wide for two-way roads, and all roads shall be maintained in a well-graded and well-drained condition.
- e. All entrance and exit roads shall intersect public roads at an angle between eighty (80) degrees and ninety (90) degrees and at a grade not to exceed three percent (3%) for the first seventy-five (75) feet of camp road.
- f. There shall be a conveniently located service building which shall include toilets and lavatories for both sexes. Women's facilities shall be provided at the rate of one (1) toilet for each (10) camping sites. Men's facilities shall have one (1) urinal per each twenty (20) camping sites and one (1) toilet for each twenty (20) camping sites. Campsites with cabins equipped with lavatories shall not be counted toward the required number of service building facilities. A service building shall also include a public telephone.
- g. Shower - One shower facility for each 15 campsites without utilities shall be provided. Each shower must be served with hot and cold water. Two showers must be provided for each sex per shower facility. Campsites with cabins equipped with showers shall not be counted toward the required number of service building shower facilities.
- h. An adequate supply of potable water for drinking and cooking purposes shall be readily available to each camp site. The campground, if serviced by a private water system, shall provide a minimum rate of two hundred (200) gallons per day per campsite and shall provide for a minimum pressure of twenty (20) pounds per square inch at peak demand. An adequate supply of potable water shall be provided within two hundred fifty (250) ft. of all campsites. One water spigot with soakage pit or other disposal facilities shall be provided for each ten (10) campsites without water facilities.
- i. Solid Waste - Trash and garbage shall be stored in enclosed, covered, waterproof containers and removed at least weekly. A dumpster or compactor shall be provided on site, enclosed in a fenced secure area approved by the Code Enforcement Officer.
- j. Landscaping - The entire site except areas covered by structures, service or parking areas shall be landscaped so as to serve as screening for neighboring properties. All landscaping shall be approved by the Planning Board after recommendation from the Code Enforcement Officer and properly maintained after planting.

B. Recreational Vehicle Campsites.

- a. Parking – A fourteen (14) ft. by sixty-five (65) ft. strip shall be constructed, as a minimum. A forty-five (45) degree pull through camper, recreational vehicle, motor home parking space shall be constructed, as a minimum with a gravel base and a water-bound macadam surface.
- b. A sewage dump station shall be provided for the convenient emptying of recreational vehicle sewage tanks. Such dump station shall provide a connection with an approved sewage treatment system approved by the Broome County Health Department and a water outlet for the flushing of sewage tanks.
- c. Installation of electrical service, wiring, and fixtures shall conform to the Uniform Code. A certificate of approval provided by a qualified electrical inspector shall be submitted for all new electrical work.
- d. Electrical Service – the electrical service, wiring and fixtures shall be in good repair and safe condition. Where conditions indicate a need for inspection, the electrical service and wiring shall be inspected by a qualified electrical inspector, and a copy of the inspection report and certificate of approval shall be submitted to the permit-issuing official.

All electrical service to individual recreational vehicle campsites shall be buried and daylighted at a box located on the campsite.

- e. Recreational Vehicle Storage – All recreational vehicle seasonal campsites where a recreational vehicle remains on the site for the off season shall be winterized and disconnected from all utilities prior to closure of the campground for the season.
- f. No campground shall allow for more than 30% of campsites to be used for recreational vehicle storage or seasonal campsites.

C. Cabins and Cabin Clusters.

- a. Rustic cabins constructed as overnight shelters, but not including kitchen or bathroom facilities, shall be constructed in accordance with all appropriate New York State Building Codes.
- b. Cabins built to include bathroom and kitchen facilities shall be constructed to all appropriate New York State Building Codes, New York State Sanitary Codes and Broome County Health Department approval for sanitary waste disposal.
- c. All utilities, including but not limited to water, sewer and electric, provided to cabins, shall be buried and properly installed as per all New York State Codes.
- d. Cabin Clusters:
 - i. No more than 6 cabins are allowed per cabin cluster campsite.
 - ii. No cabin cluster campsite shall have more than one (1) fire pit/ring
 - iii. All common space per cluster shall be accessible and useable by all cabins within the cluster.

- iv. If a pavilion or gazebo is included in a cluster, it shall count as one cabin space.
 - v. A minimum of one (1) parking space shall be provided for each cabin in the cluster, either in a common parking area or as a space adjacent to each individual cabin.
 - vi. Utilities including sewer, water and electric shall have a master shut off installed for each cabin cluster.
 - vii. No tent or lean-to sites shall be allowed within any cabin cluster.
- e. No cabin approved as part of a campground shall be used as a single-family dwelling on a year-round basis. All cabins shall be used on a temporary short-term basis and are subject to inspection by the Town of Windsor Code Enforcement Officer.

D. Tent and Lean-to Campsites

- a. All tent or lean-to campsites require one (1) vehicular parking space.
- b. Tent platforms or decks, if installed, must be constructed in accordance with any relevant NYS Codes and shall be inspected by the Town of Windsor Code Enforcement Officer.
- c. Lean-tos constructed for overnight accommodations shall be constructed to all applicable New York State Codes and shall be inspected by the Town of Windsor Code Enforcement Officer prior to habitation.
- d. No more than three (3) tents or lean-tos shall be allowed on each tent campsite.
- e. There shall be only one fire pit or fire ring allowed per tent and lean-to campsite.

E. Swimming Pools and Bathing Beaches.

- a. A swimming pool or bathing beach operated as a part of a campground for the use of occupants, guests, invitees or employees shall be constructed, maintained and operated so as to comply with the provisions of the New York State Department of Health requirements.
- b. If the general public is permitted to use the pool or swimming area and are not guests of the campground the campground owner shall provide appropriate bath-house facilities for public use.
- c. All New York State Department of Health and emergency services requirements for public use as well as lifeguard hours or in lieu of lifeguards clearly marked signage that it is an unmanned swim area shall be required.

F. Noise.

- a. No excessive noise will be permitted between the hours of 10 PM and 7 AM. Compliance with Chapter 68 of this Code – Noise Controls shall be required.

G. Events, Parties, Gatherings

- a. No large events/parties/gatherings or fireworks are permitted unless previously approved by the Town Board as per Chapter 30 of this Code – Public Assemblies.
15. The current § 64-24 will be amended to correct the labeling of subsections. Specifically, two subsections are currently marked as “C,” and the second of these shall be re-designated as “D” to maintain proper numbering and clarity. The amended language will read as follows:
- D. A modular house, which is prefabricated in sections, transported to the building site, then fastened together at a place on a permanent masonry foundation which has a minimum width of eighteen (18) feet for its entire length and contains a minimum of seven hundred twenty (720) square feet of usable living space.

Section 2. Authority

This Chapter is adopted pursuant to the authority and provisions of Section 10 of the Municipal Home Rule Law of the State of New York, and Sections 261-265 of the Town Law which authorizes the Town of Windsor (“Town”) to adopt land use provisions that advance and protect the health, safety and welfare of the community,

Section 3. Separability.

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 4. Repealer.

All ordinances, local Laws and parts thereof inconsistent with the Local Law are hereby repealed; specifically, Section 64-22 is repealed in its entirety.

Section 5. Effective Date.

This local law shall take effect immediately upon filing with the office of the New York State Secretary of State in accordance with Section 27 of the Municipal Home Rule Law of the State of New York.