

Date : April 11, 2001

To : All Concerned Mobilehome Park Owners and Representatives

From : Emily Gabel-Luddy  
Deputy Advisory Agency

Subject : **Mobilehome Park Closure Impact Report - ZI NO. 1361**  
**Ordinance No. 165,229                      Effective 11/13/89**  
**COUNCIL DISTRICT Nos. 1-15**

In an accordance to Los Angeles City Ordinance No. 165229 and Los Angeles Municipal Code Chapter IV, Article 7, Sec. 47.09, the City requires all parties who propose to close or convert the use of a mobilehome park to file an Impact Report with the Advisory Agency at the City Planning Department.

The purpose of the Impact Report is to address the impact on the residents to be displaced, and to mitigate the adverse impacts on the residents in an event that a mobilehome park is being closed or converting its use. The Impact Report shall address the availability of replacement housing and the relocation costs and assistance for each resident of the mobilehome park.

The Impact Report is subjected to a filing fee of \$1,554.00. The Advisory Agency shall render a decision after a public hearing has been completed. No person shall cause or permit the closure of a mobilehome park until the impact report has been approved by the Advisory Agency. The time limit of the approval of an Impact Report is 36 months. Advisory Agency may grant an extension of the approval for an additional 36 months.

Failure of mobilehome park owners to comply the Impact Report requirement is a violation of Los Angeles Municipal Code and constitutes a misdemeanor. Interested parties may obtain a copy of the guidelines to compose the mobilehome park closure Impact Report from the Planning Department public counters. If you have any question, please contact the Advisory Agency at (213)-978-1330.

## **GUIDELINES FOR MOBILE HOME PARK CLOSURE**

These guidelines have been prepared pursuant to Section 47.09-D.2 wherein it is stated that “in addition, the Impact Report shall contain such information as the Advisory Agency shall deem necessary, as set forth in regulations promulgated by the Advisory Agency pursuant to this Section.”

### **IMPACT REPORT**

The fees to be paid, procedures for notice, hearing, and basis of a determination are set forth in Section 47.09 of the Municipal Code.

In addition, every Impact Report (3 copies shall be submitted) shall contain the following information. This information may be utilized where applicable, in determining reasonable mitigation measures.

1. The name, address and telephone number of the park’s legal owner;
2. The legal description of the park;
3. The projected timetable of park conversion;
4. An explanation of the new use proposed for the park;
5. The name, address and telephone number of each mobile home owner and age of each resident of a mobile home;
6. The age and size of each mobile home in the park;
7. The number of residents per space;
8. The number of residents who are handicapped or disabled and description of the handicap or disability of such residents;
9. Two estimates from moving companies of the cost of relocating mobile homes of similar sizes and ages as those located in the park to other parks within a 50 mile radius of the park;
10. A list and description of known, available replacement spaces within a 50 mile radius of the park;
11. The name, address and telephone number of the park owner’s counsel;
12. The name, address and telephone number of any party owning an option to buy or develop the property;

13. Proposed measures to mitigate any adverse impact of the conversion on the ability of displaced mobile home park residents to find adequate housing in a mobile home park;
14. Rent being paid;
15. Length of tenure or residence;
16. Two appraisal reports performed by separate independent appraisers showing the "on-site" appraisal of value for each mobile home;
17. The outstanding mortgage of each mobile home (if known);
18. Upon notification of closure, the park owner and the affected residents should schedule two meetings to expedite the relocation processes. The first meeting should be scheduled within thirty (30) days of the original announcement of closure. The second meeting should be scheduled within ninety (90) days from the original announcement. Evidence of these meetings between the park owners and the tenants will be presented in the impact report submitted to the Deputy Advisory Agency.
19. If negotiations fail to set schedules and monetary levels for relocation, both parties should mutually select a professional relocation counselor from a City supplied list to assist in the process. Should an impasse occur, the counselor will provide written recommendations, forwarding them to the Deputy for the Advisory Agency.

### MITIGATION OF IMPACT

The Advisory Agency shall consider the following in determining that reasonable steps will be taken to mitigate any adverse impact on the ability of residents to find adequate housing in a mobile home park. The steps shall not exceed the reasonable costs of relocation:

- (a) When the relocation of a mobile home is not possible due to the existing physical condition of the home or due to the inability of relocation to a comparable site, the Advisory Agency shall consider assigning a fair and reasonable value to the mobile home to be paid to the mobile home owner. The value may be based on either on or off-site appraisals and may include compensation for outstanding mortgages. Alternatively, consideration will be given to a flat fee amount or the amount of the outstanding mortgages.
- (b) Relocation assistance including moving costs.

- (c) Rent supplement, if applicable, to temporarily offset an increase in rent either in another mobile home park or an apartment. Higher amounts will be considered for families with dependent children, handicapped or those who have attained an age of 62 years.

NOTE: Section 47.08 and 151.00 currently require a relocation fee of \$5,000.00 to qualified tenants (disabled, handicapped, families with dependent children, individuals who have attained an age of 62) and \$2,000.00 to all others.

- (d) That the owner hire a relocation counselor acceptable to the rent stabilization division of the Housing Department and the Deputy Advisory Agency to directly help the residents in finding acceptable replacement housing. The counselor shall work with the residents a minimum of 30 days prior to eviction.
- (e) An important variable involves a park owner, after the decision of the Deputy Advisory Agency, providing residents with an official park closure notice of five years or more in which to relocate in cases where the mobile home is not capable of being relocated.

This extended notice could affect the type of financial relocation assistance provided displaced coach owners according to a possible schedule:

If mobile home resident vacates within	Portion of the “compensation for loss of home” (on site or off value or mortgage of the coach) assessed by Advisory Agency.
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2 years .....	75%
3 years .....	60%
4 years .....	50%
5+ years (year of closure).....	25%

In case of extended notice, the Advisory Agency must be shown that all proper and diligent maintenance, and other park services have been and are being conducted.

It is noted that a time extension will be needed from the Advisory Agency for a decision to be valid beyond 36 months, and that the minimum amount in Section 47.08 and Section 151.00 L.A.M.C. of \$2,000.00 or \$5,000.00 always apply as a minimum or whatever fees are applicable at the time.