# TOWN OF SEDALIA MANUFACTURED HOMES RESIDENTIAL BUILDING CODE



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#### Section l.Purpose; Finding.

(a) Pursuant to the authority of N.C. Gen. Stat. §§ 160A-174, 160A-175, 160A-193 and 160A-441, this chapter serves to promote the public safety, health, and welfare of the Town of Sedalia's citizens in regulating the dilapidated, vacant or abandoned manufactured homes within the Town ; and

(b) It is hereby found and declared to exist within the Town manufactured home structures that appear to be dilapidated, vacant or abandoned and to be in such as state as to cause or contribute to blight, disease, vagrancy, fire or safety hazard, to be a danger to children, or to tend to attract persons intent on criminal activities or other activities which would constitute a public nuisance.

**Section 2. Definitions.** The following definitions shall apply in the interpretation and administration of this chapter:

- (a) **Abandoned Abandon:** To cease the regular use or maintenance of.
- (b) **Abandoned Manufactured/Mobile Home:** A manufactured/mobile home that is both: a) Vacant or in need of extensive repair so as to be uninhabitable; b) A nuisance, as defined within this chapter; and creates or fosters one or more of the following conditions:
  - 1. A harbor or breeding place for mosquitoes, other insects, rats, or other rodents/pests;
  - 2. A point of uncontrolled vegetation over six (6) inches in height;
  - 3. The collection of pools or ponds of water;
  - 4. Concentrated quantities of gasoline, oil, or other flammable or explosive materials;
  - 5. A danger from the home, or parts thereof, falling or turning over;
  - 6. An accumulation of garbage, food, waste, or any other rotten or putrefied matter of any kind;
  - 7. Accumulation of sewage or animal waste;
  - 8. Concentrated quantities of hazardous materials;
  - 9. The presence of dead animals; and, shall include; or
  - 10. Any manufactured home specifically declared a public health, safety, or welfare hazard by the Town of Sedalia or a duly authorized Public Official or employee.

(c) **Alter, Repair, Bring into Compliance** or Similar Words shall mean that the work is workmanlike and performed in a workmanlike manner.

(d) **Demolish** shall mean the demolition and removal of the entire manufactured home leaving the property free and clear of any debris and without holes or pockets which may retain water.

(e) **Deteriorated** shall mean that a manufactured home is unfit for human habitation and can be repaired, altered, or improved to comply with all of the minimum standards established by this ordinance, at a cost not in excess of fifty percent (50%) of its value, as determined by finding of the Public Officer or Inspector

(f) **Dilapidated** shall mean that a building or dwelling is unfit for human habitation and cannot be repaired, altered or improved to comply with all of the minimum standards established by this ordinance at a cost not in excess of 50% of its value, as determined by finding of the Public Officer or Inspector.

(g) **Extermination** shall mean the control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping or by any other recognized and legal pest elimination methods approved by the Public Officer or Inspector.

(h) **Garbage** shall mean the animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

(i) **Infestation** shall mean the presence, within or around a manufactured home of any insects, rodents or other pests in such number as to constitute a menace to the health, safety or welfare of the occupants or the public.

(j) **Inspector** shall mean an inspector or Public Officer of the Town or of Guilford County.

(k) **Manufactured Dwelling or Home.** A structure, transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site is 320 square feet or more, and which is built on a permanent chassis and designed to be used as a dwelling when connected to the required utilities, and includes the plumbing, heating, air conditioning and electrical systems contained therein; except that this term includes any structures that meets

all the requirements of this paragraph except the size requirements and with respect to the manufacturer voluntarily files a certification required by the Secretary of the U.S. Dept., of Housing and Urban Development and complies with the standards established under the applicable U.S., N.C., Guilford County and Town statutes, ordinances and rules. "Manufactured dwelling" includes mobile homes. For mobile homes built prior to June 15, 1976, a label certifying compliance to the Standard for Mobile Homes, NFPA 501, in effect at the time of manufacture is required. (2012 North Carolina Residential Code) This definition includes Class AA, A, B and C manufactured homes.

(l) **Modular Dwelling:** A dwelling constructed in accordance with the standards set forth in the latest edition of the N.C. Residential [Building] Code and composed of components substantially assembled in a manufacturing plant and transported to the building site for final assembly on a permanent foundation.

(m) **Mobile Home:** This chapter is only applicable to Residential Mobile Homes and the term "mobile home" shall be interchangeable with "residential mobile home" or "manufactured home," or "residential manufactured home."

(n) **Mobile Home Salvage and Storage Yard:** A place where junked, dilapidated and abandoned mobile homes, as herein defined, or used mobile home parts are stored, kept, parked, dismantled, demolished, salvaged, recycled, or scrapped.

(o) **Nuisance:** An unreasonable danger to public health, safety, or welfare or to the environment or natural resources.

(p) **Occupant** shall mean any person living, sleeping, cooking or eating in, or having actual possession of a manufactured home.

(q) **Operator** shall mean any person who has charge, care or control of a manufactured home or part thereof, in which the manufactured home or rooms thereof are let.

(r) **Owner** shall mean any person who alone or jointly, or severally with others:

(1) shall have fee simple title to any manufactured home, and every

mortgagee, and owner and holder of a deed of trust and the trustee therein, of record; with or without accompanying actual possession of said manufactured home; or

(2) Shall have charge, care or control of any manufactured home, as owner or agent of the owner, or as executor, administrator, trustee or guardian of the estate of the owner. Any such person thus representing the actual owner shall be bound to comply with the provisions of this ordinance, and of rules and regulations adopted pursuant thereto, to the same extent as if he were the owner.

(s) **Parties in Interest** shall mean all individuals, associations and corporations who have interests of record in a manufactured home and any who are in possession thereof.

(t) **Plumbing** shall mean and include all of the following supplied facilities and equipment: Gas pipes, gas burning equipment, water pipes, mechanical garbage disposal units (mechanical sink grinder), waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes washing machines, catch basin, drains, vents and any other similar supplied fixtures, together with all connections to water, sewer or gas lines.

(u) **Public Authority** shall mean the Town of Sedalia Town Council or any officer who is in charge of any department or branch of the government of Sedalia, and/or Guilford County, and/or the State of North Carolina relating to health, fire, building regulations or other activities concerning dwellings in the Town

(v) **Public Officer** shall mean an officer employed by the Town and designated by the Town Council as the officer authorized to exercise the powers prescribed by this article, or an officer employed by Guilford County. Any such public officer shall be either (i) a "Qualified Code Enforcement Official" as defined and provided in G.S. § 143-151.8, et. seq., or (ii) a public official of the Town appointed or hired to exercise the powers prescribed in this Article to the extent authorized by law.

(w) **Rubbish** shall mean combustible and noncombustible waste materials, except garbage and ashes, and the term shall include paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals,

mineral matter, glass crockery, and dust.

(x) **Structure** shall mean something that is built that is regulated by the N.C. State Building Code. Structures include but are not limited to buildings, walls, towers, sheds and so on.

(y) **Supplied** shall mean paid for, furnished, or provided by, or under the control of, the owner or operator.

(z) **Town** shall mean the Town of Sedalia, N.C.

(aa) **Unfit for human habitation** shall mean that conditions exist in a manufactured home which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this ordinance.

## Section 3. Certain Manufactured Homes Exempt

This Chapter shall not apply to:

- **A.** A retail business where manufactured homes are sold; or
- **B.** A properly permitted manufactured home salvage and storage yard; or
- **C.** A solid waste disposal facility, provided that no more than 5 manufactured homes are located at the facility at any given time and that no manufactured home may remain on the premises for 1 year or longer from the date of receipt; or
- **D.** Manufactured homes used for offices; or
- **E.** Commercial Manufactured/Mobile Homes as defined herein; or
- F. Permitted mobile classrooms at Guilford County schools; or
- **G.** Any structure exempt from regulation under the Town Development Ordinance and as otherwise exempt by statute or other applicable laws.

# Section 4. Standards for Manufactured Homes.<sup>1</sup>

- A. All manufactured homes shall meet the following criteria:
  - 1. Class AA: A manufactured homes (constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U.S. Department of Housing and Urban Development that were in effect at the

time of construction) will:

a) Be occupied only as a single family dwelling;

b) Have a minimum width of sixteen (16) feet;

c) Have a length not exceeding four (4) times its width, with length measured along the longest axis, and width measured perpendicular to the longest axis at the narrowest part;

d) Have a minimum of seven hundred (700) square feet of enclosed and heated living area;

e) Have the towing apparatus, wheels, axles, and transporting lights removed, and not included in length and width

measurements;

f) Have the longest axis oriented parallel or within a ten (I0) degree deflection of being parallel to the lot frontage, unless other orientation is permitted by the Board of Adjustment following a public hearing;

g) Be set up in accordance with the standards established by the North Carolina Department of Insurance. In addition, a continuous, permanent masonry foundation or masonry curtain wall constructed in accordance with the standards of the latest edition of the North Carolina Residential [Building] Code, unpierced except for required ventilation and access, shall be installed under the perimeter;

h) Have exterior siding, comparable in composition,
appearance durability to the exterior siding commonly used in
standard residential construction, consisting of one (1) or more
of the following: 1) vinyl or aluminum lap siding (whose
reflectivity does not exceed that of flat white paint); 2) cedar or
other wood siding; 3) wood grain, weather resistant press board
siding; 4) stucco siding; or 5) brick or stone siding;

i) Have a roof pitch minimum vertical rise of three and onehalf (3 1/2) feet for each twelve (12) feet of horizontal run;

j) Have a roof finished with a Class C or better roofing material that is commonly used in standard residential construction;

k) Provide roof structures with an eave projection of no less than six (6) inches, which may include a gutter; and

1) Provide stairs, porches, entrance platforms, ramps and other means of entrance and exit are installed or constructed in accordance with the standards set by the North Carolina Building Code, attached firmly to the primary structure and anchored securely to the ground. Wood stairs shall only be used in conjunction with a porch or entrance platform with a minimum or twenty-four (24) square feet. The use of wood stairs only is prohibited at any entrance.

2) **Class A**: A manufactured homes (constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U. S. Department of Housing and Urban Development that were in effect at the time of construction) will meet or exceed criteria 4. A. 1. (a), (c), (d), (e), (g), (h), (i), (k), and (l) for Class AA manufactured homes above.

3) **Class B:** A manufactured homes (constructed after July 1, 1976 that meets or exceeds the construction standards promulgated by the U. S. Department of Housing and Urban Development that were in effect at the time of construction) will meet or exceed criteria 4. A. 1. (e), (g) and (h) for Class AA manufactured homes above.

4) **Class C**: Any manufactured home that does not meet the definition and criteria of a Class AA, Class A or Class B manufactured dwelling. Class C Manufactured Dwellings, except those used as housing for migrant labor as part of a bona fide farm operation and are certified for migrant labor in accordance with Department of Labor regulations, are not allowed to be located or placed in any zoning district as it does not meet the construction standards of the N.C. Building Code nor those promulgated by the U.S. Department of Housing and Urban Development.

B. No Manufactured Home Shall Be Unsafe:

An Inspector or Public Officer may declare a manufactured home to be unsafe if it appears to the Inspector or Public Officer to be dilapidated. vacant or abandoned, and it appears to be in such a condition to cause or contribute to blight, disease, vagrancy, fire or safety hazard, to be a danger to children, or to tend to attract persons intent on criminal activities or other activities which

would constitute a public nuisance.

**Section 5 Administration:** The Mayor and/or Town Council shall designate a Public Officer to enforce the provisions of this chapter and to exercise the duties and powers herein prescribed. It shall be the duty of this office, or his or her designee:

- (a) To investigate the manufactured home conditions in order to determine if a manufactured home is unfit for human habitation, and for the purpose of carrying out the objectives of this chapter with respect to manufactured homes;
- (b) To take such action, together with other appropriate departments and agencies, public and private, as may be necessary to effect removal of manufactured homes which deemed an abandoned manufactured/mobile home as defined herein;
- (c) To keep a record of the results of inspections made under this chapter and an inventory of those manufactured homes identified as abandoned; and
- (d) To perform such other duties as may be herein prescribed.

**Section 6. Powers of the Public Officer:** The Public Officer is authorized to exercise such powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this chapter, including the powers in addition to other herein granted:

- (a) To continually investigate manufactured homes in the Town in order to determine which manufactured homes therein are deemed an abandoned as defined herein.
- (b) To administer oaths and affirmations, examine witnesses and receive evidence;
- (c) Enter upon the premises for the purpose of making examinations and inspections; provided , such entries shall be made in accordance with the law and in such manner as to cause the least possible inconvenience to the persons in possession; and
- (d) To appoint and fix the duties of such officers, agents, and employees as deemed necessary to carry out the purposes of this chapter; and
- (e) To delegate any of his functions and powers under this chapter to other officers and other agents.

**Section 7. Inspections; Duty of Owners and Occupants**: For the purpose of making inspections, the Inspector and Public Officer are hereby authorized to enter, examine, and survey at all reasonable times all manufactured homes subject to this chapter within the Town limits. The owner or occupant a manufactured home shall give the Public Officer or Inspector free access to such manufactured home and its premises at all reasonable times and with one week notice for the purposes of such inspection,

examination and survey.

### Section 8. Enforcement, remedies, and penalties.

(a) *Enforcement.* This chapter may be enforced by any or all remedies allowed by this chapter and by N. C. Gen. Stat. § 160A-174 including criminal or civil action. Institution of criminal action under this chapter shall not limit or restrict the civil remedies or penalties provided herein. This chapter may be enforced by the Mayor or her or his designee, Public Officer, and Inspector.

(b) *Civil remedies.* This chapter may be enforced by an action in the name of the Town in the appropriate division of the General Court of Justice for injunction and/or order of abatement. If the Town county is required to abate any condition prohibited under this chapter, the costs of such abatement shall constitute a lien against the real property of the responsible person and may be enforced under the provisions of (i) chapter 44A, "Statutory liens and charges", (ii) §160A-193 and/or (iii) §§ 160A-432 and 160A-443(6), of the North Carolina General Statutes.

(c) *Civil penalty.* Violation of provision of this ordinance shall subject the responsible person to a civil penalty of up to \$100.00 for each violation for each day the violation continues beyond 10 days after the responsible person is notified in writing to abate the condition giving rise to the violation. Such penalty shall be recoverable in a civil action brought in the name of the Town.

(d) *More than one remedy may be pursued; each day separate offense.* One or more of the remedies provided for by this chapter may be pursued for each instance of violation. Each day of a continuing violation shall constitute a separate offense.

(e) *Criminal penalty.* Violation of this chapter is a misdemeanor prosecutable as other misdemeanors and punishable by imprisonment for up to 30 days in jail, a fine of \$500.00 or both such fine and imprisonment, pursuant to N .C. Gen. Stat. §14-4 and this ordinance.

**Section 9. Determination of Abandonment**, **Administrative Procedure**. The Public Officer shall make a determination that a manufactured home is abandoned as defined within this chapter. Upon determination that a manufactured home is abandoned, the Town, through its designee, may issue the registered owner a written Notice/Warning without fine when he/she is of the opinion that a violation of this chapter may be remedied without the necessity of prosecution; however, a warning may not be issued in cases where public health and/or safety are endangered.

Upon determination that a manufactured home is abandoned, the Town may issue the registered owner The notice shall be in writing and served in accordance with N.C. Gen.

Stat. 1 Rule 4(j) of the Rules of Civil Procedure and by a prominent notice posted on the manufactured home.<sup>2</sup>

- (a) **Preliminary Investigation; Notice; Hearing.** Upon a finding by a Public Officer charging that any manufactured home is abandoned or that such manufactured home does not meet the standards of this ordinance, or that any manufactured home is unfit for human habitation, or whenever it appears to the Inspector, upon inspection and in his own discretion, that any manufactured home is unsafe in accordance with Section 4. B., or manufactured home is unfit for human habitation, he or she shall, if his preliminary investigation discloses a basis for such charges, issue and cause to be served upon the owner of and parties in interest in such manufactured home a complaint stating the charges and containing a notice that a hearing will be held before the Public Officer (or his designated agent) at a place therein fixed, not less than ten (10) days nor more than thirty (30) days after the serving of said complaint. The owner and any party in interest shall have the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the time and place fixed in the complaint. Notice of such hearing shall also be given to at least one of the persons signing a petition relating to such dwelling. Any person desiring to do so may attend such hearing and give evidence relevant to the matter being heard.
- (b) **Procedure after Hearing.** After such notice and hearing, the Public Officer shall state in writing his determination whether such manufactured home is unsafe in accordance with Section 4. B., or manufactured home is unfit for human habitation, and, if so, whether such manufactured home is abandoned, deteriorated or dilapidated.

If the Public Officer determines that the manufactured home is unsafe in accordance with Section 4. B., or that a manufactured home is abandoned or deteriorated, he or she\_shall state in writing his findings of fact in support of such determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to repair, alter, and improve such manufactured home with the minimum standards of fitness established by this ordinance within a reasonable specified period of time. Such order may also direct and require the owner/tenant to vacate and close such manufactured home until such repairs, alterations, and improvements have been made. Upon completion of required improvements, a new certificate of occupancy is required prior to subsequent leasing or, sale

#### of such manufactured home

If the Public Officer determines that the manufactured home is unsafe in accordance with Section 4. B., or that the manufactured home is abandoned or dilapidated, he shall state in writing his findings of fact to support such determination, and shall issue and cause to be served upon the owner thereof an order directing and requiring the owner to either repair, alter and improve such manufactured home to comply with the minimum standards of fitness established by this ordinance, or else vacate and remove or demolish the same within a reasonable specified period of time.

- (c) Failure to Comply with Order. This chapter may be enforced by any and all of the remedies by this ordinance and North Carolina General Statutes Chapter 160A Part 6 – Minimum Housing Standards, , including criminal or civil action. Initiation of criminal action under this chapter shall not limit or restrict the civil remedies or penalties provided herein. Any person in violation of this chapter is subject to the following:
  - (1) Warning: A warning may be issued by the Public Officer, his designee, or Inspector, without fine when he or she is of the opinion that a violation of this chapter may be remedied without the necessity of prosecution; however, a warning Notice of Violation or citation may not be issued in cases where public health and/or safety are endangered.
  - (2) Notices of Violation. Enforcement personnel are hereby empowered to issue "Notices of Violation(s)" (NOV) (NOV's may also be referred to herein as citations) to any person(s) if there is probable cause to believe that such person(s) has violated any of the provisions of this chapter. Enforcement personnel are authorized to assess penalties and seek civil or criminal relief in accordance with the Town of Sedalia Nuisance Ordinance Sections IV and V. NOV's so issued may be served in person on the violator by Public Officer, designee, or Inspector. If such a person cannot readily be found or if reasonable attempts have been made to the effect service of the written NOV upon the responsible person(s) by delivery or mail have been unsuccessful, then a NOV may be provided by posting the NOV upon the dwelling in which the violator resides in a conspicuous place for a period of not less than 14 days. Any NOV so served shall direct the violator to make a payment of the fine provided therein to Town of Sedalia on or before a specific day and hour named in the NOV and to present evidence of the remedy of any violation of this chapter.

- (3) Failure to appeal a NOV within 30 days of Notice constitutes a waiver of appeal rights.
- (d) Injunctive Relief. If the owner of any manufactured home shall fail to comply with an order of the Public Officer to repair, alter, or improve the same within the time specified therein, or if the owner of a manufactured home shall fail to comply with an order of the Public Officer to vacate and close, and remove or demolish the same within the time specified therein, Town of Sedalia may petition the superior court for an injunction and order directing such owner to comply with the order of the Public Officer, as authorized by G.S. §§ 160A-174, 160A-426, 160A-429, or 160A-446(g).
- (e) Appeals from Orders of Public Officer. An appeal from any decision or order of the Public Officer may be taken by any person aggrieved thereby. Any appeal from the Public Officer shall be taken within thirty (30) days from the rendering of the decision or service of the order, and shall be taken by filing with the Public Officer and with the Town of Sedalia Board of Adjustment, hereinafter referred to as "Board", a notice of appeal which shall specify the grounds upon which the appeal is based. Failure to appeal within the appropriate time limited constitutes a waiver of appeal rights. Upon the filing of any notice of appeal, the Public Officer shall forthwith transmit to the Board all the paper constituting the record upon which the decision appealed from was made. When appeal is from a decision of the Public Officer refusing to allow the person aggrieved thereby to do any act, his decision shall remain in force until modified or reversed. The Board shall fix a reasonable time for the hearing of all appeals, shall give due notice to all the parties, and shall render its decision within a reasonable time. Any party may appear in person or by agent or attorney. The Board may reverse or affirm, wholly or partly, or modify the decision or order appealed from, and may make such decision and order as in its opinion ought to be made in the matter, and to that end it shall have the powers of the Public Officer, but a majority vote of the members of the Board shall be necessary to reverse or modify any decision or order of the Public Officer. The Board shall have power also in passing upon appeals, in any case where there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the ordinance, to adapt the application of the ordinance to the necessities of the case to the end that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done.
- (f) Appeals from the Public Officer: When any appeal is from a decision of the Public Officer requiring the person aggrieved to do any act, the appeal shall have the effect of suspending the requirement until the hearing by the Board, unless the Public Officer certifies to the Board, after the notice of appeal is filed with him or her, that by reason of the facts stated in the Adopted July 6, 2015

certificate (a copy of which shall be-furnished the appellant), a suspension of his requirement would cause imminent peril to life or property, in which case the requirement shall not be suspended except by a restraining order, which may be granted for due cause shown upon not less than one days written notice to the Public Officer, by the Board, or by a court of record upon petition made pursuant to G. S. 160A-446(f) and subsection (e) of this Section.

(g) Appeals from the Board of Adjustment. Every decision of the Board shall be subject to review by proceedings in the nature of certiorari instituted within 15 days of the decision of the Board, but not otherwise, as provided in G.S. 160A-446(e). In addition, any person aggrieved by an order issued by the Public Officer or a decision rendered by the Board shall also have the right, within thirty (30) days after issuance of the order or rendering of the decision, to petition the superior court for a temporary injunction restraining the Public Officer pending a final disposition of the cause, as provided by G.S. §§ 160A-430 or 160A-446(f).

#### Section 10. Liability for Town Expenses

- A. When the Town removes and disposes of an abandoned manufactured home (whether directly or through a party contracted with the Town) pursuant to Sections 8 and/or 9 above, the registered owner of the abandoned mobile home shall be liable for:
  - 1. Any unpaid property taxes due on the home;
  - 2. Any actual costs incurred by the Town (directly or indirectly) for the abatement activities; and
  - 3. Any administrative and legal expenses related to the abatement activities.

B. Costs, a Lien on Premises. The amount of the cost of any repairs, alterations, or improvements, or vacating and closing, or removal or demolition, caused to be made or done by Town shall be a lien against the real property upon which such cost was incurred.

**Section 11. Conflict with other Provisions**. In the event any provision, standard, or requirement of this chapter is found to be in conflict with any provision of any other ordinance or code of the Town, the provision which establishes the higher and stricter standard or more stringent requirement for the promotion and protection of the health and safety of the residents of the Town shall prevail.

**Section 12. Severability**. If any provision of this chapter is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, independent provision and such holding shall not affect the validity of any other provision hereof, and to that end, the provision of this chapter are hereby declared to be severable.

**Section 13. Implementation.** This code shall become effective upon approval by the Town Council.

# BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEDALIA THE FOLLOWING:

This ordinance shall become effective upon adoption / at a specified date.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2015.

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent or Excused: \_\_\_\_\_

Dated: \_\_\_\_\_

Ophelia Jones, Mayor

(SEAL)

Attest:

Cam Dungee, Town Clerk