

NATIONAL PARK SERVICE

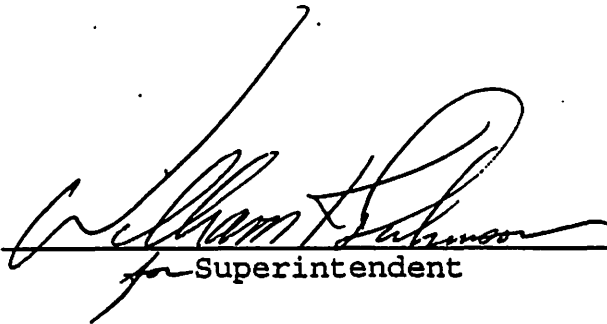
OPERATING STANDARDS FOR TRAILER VILLAGES (LONG-TERM) STD. NO. XV

AND

LAKE MEAD NATIONAL RECREATION AREA

SUPPLEMENTAL ELEMENTS TO THE NATIONAL

OPERATING STANDARDS FOR TRAILER VILLAGES (LONG-TERM) STD. NO. XV

  
\_\_\_\_\_  
for Superintendent

4/9/99  
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Date

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EXPLANATORY INFORMATION

The following text is comprised of two (2) documents combined into one (1) for ease of reference. The first portion of each section, labeled in the text as "National," refers to the information contained in the National Park Service's (Service) nationwide Concessioner Guidelines, NPS-48. The second portion in each section, labeled in the text as "Lake Mead Supplemental Elements," refers to additional, modifying, or clarifying Trailer Village (Long-Term) Standards, as supplemented by the Superintendent, Lake Mead National Recreation Area.

INTRODUCTION

(National):

The following standards are for the management of long-term trailer villages. The concessioner is responsible for requiring trailer site occupants to comply and shall inform occupants that violation of any of the elements in this standard may be grounds for the termination of their occupancy by the concessioner. Concessioners may own trailers and rent them to employees. Concessioner employees housed in a long-term section of a trailer village must abide by the same standards as other trailer village occupants. It is incumbent upon the concessioner to develop specific procedures for enforcing the standards and to incorporate them into trailer village occupant's site rental agreements. These standards apply to single-family use of trailers. Long-term trailer sites used as concessioner housing should be evaluated using the Group Employees Housing Standard. No. XII.

(Lake Mead Supplemental Elements):

The Superintendent, Lake Mead National Recreation Area, may from time-to-time revise the existing, or establish new, Lake Mead Supplemental Elements to the National Operating Standards for Trailer Villages (Long-Term) STD. No. XV.

Each concessioner-operated trailer village may institute written standards, rules, or regulations which are more rigorous than

those contained herein. However, such rules or regulations must, at a minimum, incorporate these Operating Standards. The National Park Service must approve concessioner rules and regulations prior to implementation. Trailers are considered by the National Park Service to be personal property. It has been determined that state landlord/tenant laws applicable to mobile home parks do not apply to long-term recreational trailer villages within units of the National Park System.

This 1999 revision supersedes and cancels all previous Lake Mead National Recreation Area Supplemental Elements.

When the National Park Service (NPS) adopted its new Long-Term Trailer Village Standards in 1979, certain long-term trailer village site improvements were not in compliance. These site improvements were documented and "grandfathered," i.e., permitted to remain on an interim basis. In the event an improvement has been accomplished since the original documentation, if the item of improvement meets the following criteria, but is in violation of these Standards, it may be grandfathered only with the written approval of the Superintendent. However, grandfathered items cannot remain indefinitely. Such items must be corrected within a definitive timeframe, upon the sale of the trailer on site, or upon the removal of the trailer from the site, whichever occurs first, as specified by the Superintendent. In addition, replacement, updating, or exterior remodeling of a trailer may require removal of a grandfathered item.

Criteria For Non-Documented Improvements:

-- If the improvement has the written approval of the concessioner and was installed as proposed to the concessioner, it shall be grandfathered; or,

-- If the improvement does not have the concessioner's written approval, was not constructed to applicable building code(s), and/or does not conform with these Standards, including spacing (See Element 19), the non-conforming improvement shall be improved to the extent it meets applicable code(s) and these Standards, or shall be removed at the visitor's expense.

If a visitor accomplishes an improvement without the concessioner's written permission, the improvement shall be removed at the visitor's expense within 30 calendar days of the concessioner's written notification to the visitor of the infraction, and the visitor may be subject to termination of the Rental Agreement. If the concessioner has granted written permission to the visitor to accomplish an improvement that violates these Standards, the concessioner shall be responsible to correct the deficiency at its expense within 30 calendar days

of the Service's written notification of the infraction. In the past, many trailer sites were constructed in a manner that prohibits conformance to these Standards. It is the intent of the National Park Service that the concessioner correct these problems as soon as is practicable. Before December 31, 2000, each concessioner operating a long-term trailer village within Lake Mead National Recreation Area will submit a written plan to the National Park Service which outlines how this could be accomplished in their area. This plan will include a complete survey of each trailer site and documentation and monumentation of the sites and their boundaries.

### APPEALS

The "National" and "Lake Mead Supplemental Elements," as well as the terms and conditions of the site rental agreement, are administered by the concessioner pursuant to a concession contract with the National Park Service. As such, the concessioner makes many day-to-day decisions that may effect the visitor's use and enjoyment of the site. Except in instances where there is a failure to pay the site rental fees, in the event the visitor is notified, in writing, of a concessioner's decision wherein the visitor feels its use and enjoyment of the site is diminished, the visitor may appeal the concessioner's decision by the following steps:

1. The visitor shall request of the concessioner, in writing, a reconsideration of the concessioner's decision stating any reasons the visitor feels the concessioner's decision may be in error.
2. The concessioner shall respond in writing to the visitor within 10 business days of receipt of the appeal stating its final decision inclusive of the reasoning behind the decision.
3. If the visitor disagrees with the concessioner's final decision, he/she may appeal, in writing, to the Superintendent, Lake Mead National Recreation Area, 601 Nevada Highway, Boulder City, Nevada 89005. The visitor shall provide the Superintendent the reasons, based upon the trailer village standards, the visitor feels the concessioner's decision is in error. An appeal cannot request permission for an item that is in violation of the operating standards, nor will an appeal made to the Superintendent be reviewed by the National Park Service until the visitor has completed an appeal process through the concessioner.

4. The Superintendent will review the circumstances of the concessioner's decision and the visitor's reasons as to why it feels the concessioner's decision is in error and will issue a written decision to the visitor within 30 working days of the receipt of the appeal with a copy to the concessioner. The Superintendent's decision shall be final.

A. FACILITY EXTERIOR

1. Structure Condition.

(National):

Refer to General Standard, Element No. 1. (B)

2. Grounds/Site Maintenance.

(National):

In addition to the General Standard, Element No. 2, it is the responsibility of the concessioner and the tenant to maintain the trailer site in a clean, neat, and sanitary manner at all times. No debris or refuse shall be allowed on any trailer site or in any space beneath a trailer. (B)

3. Garbage and Trash.

(National):

Refer to General Standard, Element No. 4. (B)

B. FACILITY INTERIOR

4. Public Restrooms.

(National):

Refer to General Standard, Element No. 5. (A)

5. Public and Other Areas.

(National):

In addition to General Standard, Element No. 7, the concessioner shall provide at least one public telephone, handicapped accessible, with unrestricted 24-hour access, with emergency numbers clearly posted. (B)

C. OPERATIONAL

6. Employee Performance.

(National):

Refer to General Standard, Element No. 8. In addition, employees shall provide timely, accurate, and complete information about activities, facilities, and services available to the visitor. Employees are to be knowledgeable of programs, policies, and regulations, and be able to explain them to the visitor in a clear, concise manner. Employees shall provide a basic level of visitor services as specified in the park operating plan. (A)

7. Employee Attitude.

(National):

Refer to General Standard, Element No. 9. (A)

8. Employee Appearance.

(National):

Refer to General Standard, Element No. 10. (A)

9. Operating Hours.

(National):

Refer to General Standard, Element No. 11. (B)

D. RATES

10. Authorized Rates.

(National):

In addition to General Standard, Element No. 13, the following will apply: When a rate increase for site rental has been authorized, the concessioner shall give all long-term trailer village visitors a minimum of 30 days advance notice before the new rates are effective. (A)



11. Sales Verification.

(National):

Refer to General Standard, Element No. 15. (C)

E. SITE RENTAL OPERATIONS

12. Rental Agreements.

(National):

Written rental agreements, conforming to applicable legal requirements, shall be executed for each trailer site rental. The rental form must be approved by the Superintendent prior to adoption and use. It must include provisions that the occupant will abide by these standards as well as the trailer village rules as a condition of rental. At the time of rental execution, the tenant shall receive from the concessioner a copy of the trailer village rules and park regulations. (B)

(Lake Mead Supplemental Elements):

The visitor shall receive a copy of the executed site rental agreement and a copy of these standards upon execution of a site rental agreement. The agreement is for month-to-month use of the site and occupancy of the trailer on site. The Superintendent's Orders define the maximum length-of-stay for visitors (excluding concession employees) to occupy their trailer within the trailer village. Trailers are to be used solely for recreational purposes, they may NOT be used for commercial purposes, as primary residences, or as domiciles. The site rental agreement does NOT apply to heirs, assigns, executors, or administrators, such persons MAY be required to execute a new site rental agreement.

13. Authorized Number and Types of Rentals.

(National):

The number of actual trailer sites, including those rented to employees, shall not exceed the total number approved in the contract. Only one trailer is allowed per site and only one trailer

site may be rented to any one individual. No trailer site may be rented to any person whose trailer is not in conformance with this standard and the concessioner's rules. Sites may be rented for a maximum number of days as designated by the Superintendent. (A)

No concessioner shall accept for occupancy or accept as a replacement for an existing unit, any double-wide or tip-out trailer. Existing double-wide and tip-out or expanded trailers will be phased out upon termination or transfer of site rental lease.\* Triple-wide trailers and modular homes are not permitted. Additionally, trailer sites shall not be rented, used, or reserved in any way by any persons for purposes of promotional display, sale of trailers or trailer accessories, or any on-site commercial enterprises. Subletting or renting to a second party is prohibited.

\*Modified by Lake Mead Supplemental Elements.

(Lake Mead Supplemental Elements):

- a. Existing double-wide, or "after market" expanded trailers shall be grandfathered until such time as they may be removed from the site (also see Element 20). Damage caused by fire or other catastrophic event, such as flood, tornado, etc. which renders the trailer uninhabitable as determined by the visitor's insurance company shall be removed or remodeled to meet current operating standards and any applicable codes.
- b. No individual may have a site rental agreement for more than one site within the recreation area. Only one trailer may be owned by any individual.
- c. Corporate entities, partnerships, clubs, or organizations, shall not rent trailer sites, nor shall sites be utilized as a "time-share." Existing leases held by such entities may be "grandfathered" by the Superintendent.
- d. Any individual party to the Rental Agreement must be 18 years of age or older.

- e. Courtesy (non-paying) guests may occupy the trailer for a period not to exceed, cumulatively, 30 days a calendar year. The visitor must write or telephone the concessioner, in advance, if a courtesy guest is using their trailer.
- f. No individual shall gain full, or partial, right, title, and or interest in the site Rental Agreement through gift, inheritance, or an unauthorized on-site transfer of interest, full or partial, of the trailer. There shall be no "caretaking" arrangements with third parties. Heirs who inherit the trailer through the inheritance list will be required to execute a new site rental agreement or remove the trailer from the site.
- g. The concessioner shall neither accept for site occupancy, nor accept as a replacement for an existing unit, a trailer that exceeds the spacial requirements of Element 19 of these Standards. Regardless of the site size, no trailer shall be in excess of 14 feet wide or in excess of 70 feet in length. Unless otherwise specified in writing by the Superintendent, existing trailers violating these spacing Standards, which were previously documented and grandfathered, may be sold/transferred in accordance with Section 17 of these Standards, but such grandfathered items shall be corrected upon the removal of the trailer from the site. (See Element 20 regarding expandos and tip-outs).
- h. Only single story trailers of normal height are permitted. Trailers with multiple levels, double-decker or mid-level patios or porches are prohibited.
- i. No trailer shall be brought into the recreation area to be placed on a vacant site within the recreation area unless it is less than 10 years old and meets Department of Housing and Urban Development codes or standards. Exceptions must have prior approval, in writing, from the Superintendent.

14. Site Registers.

(National):

The concessioner will maintain accurate up-to-date registers of site occupants. These are to be available for examination by authorized representatives of the Government. The register list shall include those items required by the Superintendent and may include information such as name and address of guest, date of rental period, space number, and make, model, year, width, overall length, and state of registration of the trailer. (B)

(Lake Mead Supplemental Elements):

The concessioner shall maintain a current file of photographs and representative drawings of each site. The drawings must include at a minimum: the plot plan, boundaries and/or boundary reference points, the placement of site improvements including the trailer, shed, patio(s), propane tank(s), utility connections, or approved exterior improvements to the trailer, and square footage of the same. Upon completion of an approved site alteration; including replacement of a trailer, the drawing and photos shall be updated by the Concessioner, with a copy sent to the Superintendent.

The concessioner shall be responsible for ensuring that visitors do not establish a permanent residence/domicile within the recreation area and that visitors do not exceed the maximum length-of-stay limitations set by the Superintendent. Documentation shall be maintained by the concessioner and shall be available for inspection by the Superintendent in the event that it is suspected that the length-of-stay limitation has been exceeded.

15. Order of Rental.

(National):

The concessioner shall maintain a waiting list on a first-come, first-served basis, or in a manner established by the Superintendent. (B)

(Lake Mead Supplemental Elements):

- a. At Lake Mead National Recreation Area the Superintendent has established that each developed area having a long-term trailer village, wherein demand exceeds the available sites, that "waiting lists" shall be maintained by the concessioner. These wait lists shall be comprised of a single list for all visitors who wish to, but have not, rented a trailer site. A separate inheritance list will be maintained for children of existing visitors who are only interested in purchasing or inheriting their parent's trailer on-site and wish to rent that specific site. Such children shall be given first preference in the parent's trailer. No new names will be added to this inheritance list after December 31, 1999. Existing names will be maintained on an inheritance list until such time as they have inherited a trailer or until they request removal of their name from the list.

Persons who are on existing upgrade or in-park lists shall be placed at the top of the primary waiting list, until such time as they request removal of their names from the list or until they have purchased another trailer. There will be no earnest money or annual administrative fee charged to the visitors on the existing upgrade or inheritance lists. If one of these visitors purchases another trailer, at any trailer village within the recreation area, their original unit must be sold within six (6) months of the date of acquisition of the new trailer or removed from the recreation area. No new names will be added to upgrade or in-park lists after December 31, 1999.

As only persons 18 years of age or older may enter into a site rental agreement, children or grandchildren must be at least 18 years of age to be placed on the inheritance list. Only one name may be placed on the inheritance list per site.

- b. The lists maintained by the concessioner shall be reviewed annually and purged of those persons not expressing an continued interest in retaining their name on the wait list. On or before January 2<sup>nd</sup> of each year, it shall be the

responsibility of each individual on the wait list to notify the concessioner of their continued interest in maintaining their name on the list. Absent notification to the concessioner, their name shall be removed from the wait list. The concessioner shall, within 30 days of the date that these standards become effective, send written notification to all persons on the waiting list, of the changes in policy regarding waiting lists.

- c. Persons on the waiting lists may be required to submit a one-time, refundable, earnest money deposit of \$100. This earnest money shall be applied to the first month's rent when a site rental agreement is signed. The earnest money shall not accrue interest while it is held by the concessioner. If a person notifies the concessioner, in writing, of their desire to remove their name from the waiting list, the earnest money shall be fully refundable.

Additionally, concessioners may charge an annual, non-refundable, fee of up to \$25 from each person on the waiting list to cover the administrative expense of maintaining the waiting list and notifying persons on the waiting list as trailers become available.

- d. There is no numerical limitation on the number of persons who can be on a waiting list. However, if the interest exists, the concessioner must maintain a waiting list of at least 10 persons.
- e. When a trailer becomes available, it shall first be offered to persons on the inheritance list, if applicable. If that person has a trailer at any trailer village within the recreation area, their original unit must be sold within six (6) months of the date of acquisition of the new trailer or removed from the recreation area.
- f. If there is no one on the inheritance list for that trailer, then the trailer is offered, via mail, to the first group of 25 individuals on the waiting list. If after 15 calendar days the trailer has not been sold, that group's "option" has expired and the trailer may be offered to an additional group of 25 individuals. The concessioner will begin the mailing within five

(5) business days of the receipt of the necessary information from the seller. The trailer may be acquired by the individual with the lowest wait list number on the wait list. Any individual on the primary list who has refused to purchase an offered trailer (3) times shall have their name removed to the bottom of the list. (\*See Element 17)

Persons on the upgrade list may specify, in writing, the type of trailer upgrade they desire. Refusal of a trailer that does not meet the written upgrade criteria will not constitute a refusal to purchase.

- g. If no one on the waiting list wishes to purchase the trailer, the trailer may be offered for sale through newspaper publications using an advertisement that is approved, in writing, by the concessioner prior to its publication. The advertisement will contain, at a minimum, that the trailer for sale is located within a unit of the National Park System, is for recreational use only, and transfer of the trailer on-site requires execution of a new site rental agreement. If no one makes an offer to purchase the trailer within 1 year, the owner must either withdraw the trailer from sale or the trailer shall be removed from the area and the space will be made available to the first person on the waiting list. The trailer may be placed for an on-site sale and then withdrawn, only two (2) times in any five (5) year period. Appraisals are only valid for six months from the effective date of the appraisal. No one may act as a "broker" for trailers, nor may any type of signage be placed on the trailer.
- h. All wait lists maintained by the concessioner are "restricted" public documents; i.e., briefly stated, they are subject to privacy laws. Only the name and position number on the waiting list may be available for public perusal.
- i. In the event that a visitor who is the sole owner of the trailer passes away, the executor of the estate is allowed to offer the trailer for sale to persons on the waiting list. If the purchaser was on the waiting list, the trailer may remain within the recreation area. If this does not occur, the executor may sell the trailer, but the purchaser will be required to remove the trailer from the recreation area within 30 days.
- j. A trailer may only be sold on site providing it meets these Operating Standards. It must also meet

all applicable federal, state, and local codes, including those published by the Department of Housing and Urban Development. If a trailer does not meet all standards and codes at the time of sale, it must be remodeled to said codes and standards or be removed from the recreation area by the purchaser within 30 days after the purchase.

16. Termination of Lease.

(National):

When a lease is terminated, the trailer must be removed by the renter from the trailer village except in areas where on-site resale is permitted by the Superintendent. (B)

(Lake Mead Supplemental Elements):

- a. A site rental agreement may be terminated by the visitor with a 30-day written notice to the concessioner. The concessioner may terminate the site rental agreement for: (a) failure to pay the site rental fee(s) or monthly charges when due, (b) violation(s) of law(s) when determined appropriate by the Superintendent, or, (c) for violation(s) of the site rental agreement or these Elements, inclusive of the sale of a trailer in violation of these standards.
- b. Except for failure to pay the rent or monthly charges when due, if the visitor is advised, in writing, that it is the intent of the concessioner to terminate the site rental agreement for a violation of Standards, the visitor may appeal the concessioner's decision to the Superintendent. The Superintendent's decision shall be final. (See "Appeals" in Introduction)
- c. When a site rental agreement is terminated, by either party, the trailer and all attachments shall be removed from the trailer village by the visitor, at the visitor's expense, within 30 calendar days.
- d. If a visitor is notified, in writing, by the concessioner that they have violated any of



the operating standards and the visitor fails to comply with the written request, the concessioner may, at its option, either terminate the site rental agreement, have the non-compliant item removed at the visitor's expense, or notify the visitor, in writing, of the termination of their future ability to sell the trailer on site.

17. Sale of Trailers.

(National):

The sale of any tenant's trailer is prohibited while in the trailer village, except with the concurrence of the Superintendent in areas where resale has previously been allowed. (A)

(Lake Mead Supplemental Elements):

The Superintendent has permitted the sale of trailers in the Long-Term Trailer Villages at Lake Mead National Recreation Area under the certain provisions.

It is the intent of the management at Lake Mead National Recreation Area that while the sale of trailers on site is currently permitted, the eventual goal is to bring the long-term trailer villages into compliance with national standards and policies which prohibit the sale of trailers on site within units of the National Park System.

NOTE: The following relates only to trailers that are to be sold and remain in the trailer village. Any visitor has the right to remove the trailer from the area and sell it to any party of their choice, at any price.

Instructions to the Visitor:

- a. The visitor must be very certain that the sale of the trailer is the appropriate step they wish to take, as a trailer may be placed for on-site sale and then withdrawn only two (2) times in any five (5) year period. (Also see Element 15)

- b. When a visitor wishes to sell the trailer on-site, they are required to follow the steps described herein.
- (1) The visitor shall contact the concessioner and share information as to the proposed sale and receive any additional procedures to be followed.
  - (2) Site deficiencies identified by the concessioner must be corrected prior to the sale of the trailer on site. The trailer must meet all federal, state, and local codes prior to the trailer being placed for sale on the site. This includes, but is not limited to codes published by the Department of Housing and Urban Development.
  - (3) The visitor shall contact an appraiser of their choice who must either possess or obtain the appropriate written authorization from the National Park Service for the appraisal of trailers, and arrange for the appraiser to contact the concessioner. The concessioner shall provide the appraiser any pertinent information relating to the site. The trailer shall not be sold for a price greater than the appraised value.
  - (4) Appraisals are valid for six months from the effective date of the appraisal.
  - (5) The appraiser shall provide one complete copy of the appraisal report to the seller and one to the concessioner. The concessioner will then have the option to make a written offer to the visitor to purchase the trailer within 5 working days for use solely as employee housing. Should the visitor choose to reject the concessioner's offer, the visitor may then proceed with the sale of the trailer in accordance with these standards.
  - (6) Those persons on the waiting list expressing an interest in purchasing the

trailer may contact the seller directly. Each interested party is to receive a copy of these Standards from the concessioner.

- (7) If two or more parties contacted intend to purchase the trailer, the party with the lowest number on the waiting list shall have first choice. If a sale is consummated, the purchaser must meet with the concessioner to execute a new site rental Agreement. The purchaser must sign an affidavit which contains the following: 1) that they have received, read and understood the site rental agreement, the Operating Standards, and the concessioner's rules and regulations, 2) the appraised value and sale price of the trailer, 3) that they understand that non-compliance with these Elements may result in loss of the privilege for subsequent sale of the trailer on site or termination of the rental agreement, or both, and 4) that they are aware the trailers are intended for recreation use only and such use is limited to 180 days in any calendar year.

NOTE: The Appraisal Guidelines for Long-Term Trailer Villages, should be used in the preparation of appraisal reports and may be used by the concessioner in the administrative review of said reports. These guidelines are attached as Exhibit 4.

Appraisal:

When a visitor desires to sell a trailer on-site, he/she must first contact the concessioner and follow the procedures described in these Standards. One of the requirements is to obtain, at seller's expense, an appraisal of value from an appraiser who has written authorization from the National Park Service for the appraisal of trailers. The information below shall be provided, by the visitor, to the appraiser.

Appraiser:

The following has been prepared in order to provide you with information pertinent to the appraisal you have been requested to prepare. If you have questions pertinent to the appraisal method, they may be directed to the Lake Mead National Recreation Area, Division of Concessions Management, 601 Nevada Highway, Boulder City, Nevada, 89005, (702) 293-8923.

- a. The trailer village visitor has expressed to the National Park Service (NPS) concessioner an intent to sell his/her trailer on-site within Lake Mead National Recreation Area and will request a new site rental agreement for the purchasing party. The concessioner operates under a concession contract with the NPS that requires strict compliance with the contractual terms and conditions contained therein. Among those terms and conditions is a requirement to comply with NPS policies. These policies include the method of appraisal of trailers which are to be permitted to be sold on-site and remain within Lake Mead National Recreation Area.
- b. The trailer you have been requested to appraise rests upon public land and is intended solely for recreational purposes. The concessioner may require its relocation to an alternate site at any time. The Rental Agreement is on a month-to-month term. As such, no value shall be included pertaining to the land, the Rental Agreement, the trailer's location, the size or desirability of the trailer site, landscaping improvements, or other values.
- c. Certain improvements to the trailer and/or site might not be in compliance with requirements of the Long-Term Trailer Village Standards of NPS and/or of the concessioner. These are known as "grandfathered" items and will not be included in consideration of the value if they are to be removed at the time the trailer sells on site. Items which are grandfathered until the items are removed from the site may be included in the appraised value. The trailer owner may have

performed unauthorized alterations to the trailer or site. These observed alterations require the seller's correction prior to the closing date. In addition, the appraiser must contact the concessioner in order to be informed of any existing items not in compliance with these Standards (not grandfathered), and the appraiser must consider the cost of correction in the appraisal of value.

- d. Thus, the values that are to be included in the appraisal are:
- (1) The value of a like kind, age, quality, and equipped (or closest resemblance thereof) trailer as would be anticipated on a dealer's lot in the nearest probable marketplace. The establishment of value shall be by one of the recognized appraisal methods as adopted or defined by a national professional real estate appraiser organization.
  - (2) Less costs of correcting observed, non-compliant items. (If corrected prior to the sale, they may be omitted.)
  - (3) Plus, the like kind depreciated replacement value of "permanent" improvements attached or affixed to the trailer, provided the improvements were approved by the concessioner for installation on the site. These attachments may include skirting, porches, window awnings, patio covers, water softeners, added built-in appliances (if not included in (1) above as standard equipment.) In addition, the depreciated replacement value of approved storage sheds may be included in the appraisal.
  - (4) Plus, transportation and set up costs by a licensed contractor for a trailer of like kind and size from the nearest probable marketplace.
  - (5) The total of the above values.

- e. Certain items of "personalty" may be appraised if desired by the selling party. These items must be shown separately in the appraisal; they are not to be included in the appraisal value of the trailer and its improvements, and are to be shown on a separate page of the appraisal. These items are only for identification between the seller and buyer. They may include furniture inside and outside the trailer, golf carts, motor vehicles, barbecues, TV, dish, or radio antennas, clothes washer or dryer, refrigerator, freezer, micro-wave oven, or items of personalty. The buyer is not, and shall not, be obligated to purchase these items. Nor is the seller obligated to sell. The parties between themselves may arrive at a mutually acceptable price for any or all of the items. If an agreed upon price is not concluded, the seller shall remove the items from the trailer site by the closing date. The failure to negotiate a price acceptable to the seller for any or all items of personalty shall not be the cause for the seller to reject the sale of the trailer.
- f. Certain items are not to be appraised. They are Government property or concessioner-owned improvements. These items include plants, shrubs, lawns, gardens, trees, flowers, retaining walls, rock gardens, irrigation systems or any landscaping improvements, concrete, stone or types of driveways, patios, trailer pads, electric towers, electric meters or utility lines or connections, or any property affixed, resting upon, or under the ground.
- g. The appraiser must acknowledge in the appraisal that they: (1) have complied with these guidelines, (2) state the appraisal method chosen to arrive at their conclusion of value, (3) agree that portions of the appraisal may be reproduced for the information of the buyer, and (4) the trailer meets Department of Housing and Urban Development guidelines.
- h. The concessioner should review the appraisal upon receipt for compliance with the

Operating Standards. This SHOULD NOT be construed as a review to verify the appraised value, it is an ADMINISTRATIVE review. If there are questions or concerns raised during the review, they should be referred to the National Park Service.

- i. The appraiser should ensure that the trailer is in compliance with all federal, state, and local codes, including those published by the Department of Housing and Urban Development. If the appraiser is not qualified to perform such an inspection, they should advise the seller to enlist the services of a qualified inspector.

Purchaser:

The purchaser should carefully review the information contained in these standards prior to making an offer to purchase a trailer. The purchaser is not obligated to pay the appraised value; it is only provided as a reasonable assurance of value.

The purchaser may or may not agree as to the appraised value and is free to offer the seller a lesser amount. However, the purchaser may not pay more than the appraised value. If the purchaser declines the opportunity to purchase, for whatever reason, the declination will count as one of "three (3) times" as described in Element 15, (f) Order of Rental.

F. TRAILER VILLAGE OPERATIONS

18. Site Boundaries, Site Numbers.

(National):

All trailers site lot lines are to be adequately and clearly marked by the placement of permanent markers at the corner of each lot, and each trailer site shall itself be designated by a number permanently installed on the site. Such boundary and site markers are to be established and maintained by the concessioner, subject to approval by the Superintendent as to size, design, and readability of numbers from the roadways within the trailer village. (B)

(Lake Mead Supplemental Elements)

The visitor is responsible for ensuring that the site number is posted on the exterior of their trailer. The number must be legible from the nearest roadway.

19. Trailer Spacing and Size Requirements.

(National):

The concessioner shall not allow trailers to be placed on any site where there is less than 20 feet between each trailer, including any additions thereto, and any other trailer, including additions to it. Awnings and eaves, however, may intrude into a required separation no more than two feet. At least five feet shall be maintained between each trailer and any property line and/or roadway adjacent to it. The trailer and accessory/ building,\* if present, shall not occupy more than 75 percent of the designated site area. (A)

\*The accessory/building includes the trailer, storage facilities, awnings, patio covers, car ports, porches, etc., not inclusive of landscaping or driveways. Storage facilities are included in the measurement and are further addressed in Element 27.

(Lake Mead Supplemental Elements):

See attached Exhibit 1 for an illustration. Note: Spacing is 20 feet from end-to-end for trailers so placed.

If an electrical meter box is one of the boundaries of the site, the trailer may be placed within three (3) feet of the meter box.

Only window awnings or removable steps for secondary egress may intrude into the separation outlined above. Any other type of awning, porch, patio, or shade structure attached to the trailer must meet required separation. The five foot setback from adjacent roadways shall be measured from the edge of the nearest roadway. Existing, approved, improvements are grandfathered from this standard until the trailer or the grandfathered improvement is removed from the site.



20. Trailer Additions and Expansions.  
(National):

The concessioner will not allow expansions or additions to trailers, such as cabanas, ramadas, or expando units.\* (B)  
\*Modified by Lake Mead Supplemental Elements.

(Lake Mead Supplemental Elements):

A manufacturer's constructed expando or slide-out trailer may be installed on site, with prior written permission from the concessioner, provided the trailer, with expansion, does not exceed the 14-foot maximum width and 70-foot length permitted and meets all spatial requirements. Double-decker trailers, two-story trailers, or modular buildings are prohibited from placement within any concessioner-operated trailer village within Lake Mead NRA.

21. Storage Space.

(National):

The concessioner will not provide space within a trailer village for the storage of unoccupied trailers, travel trailers, motorhomes, and recreational vehicles. (B)

(Lake Mead Supplemental Element):

The concessioner may provide space for these vehicles in an approved dry storage area, at an approved rate, separate from the trailer village.

22. Vehicles and Boats.

(National):

The concessioner will allow no vehicle to be parked in such a way as to interfere with normal flow of traffic within the trailer village or to infringe upon neighbors' rights (blocking access, etc.). All vehicles, including boats and boat trailers (boat and trailer is considered one vehicle) located within a trailer village must display a current registration.\* Two vehicles may be parked on the site, if space permits, beside the trailer when such vehicles are used for

transportation or recreation while the trailer occupant is in residence.\* Recreational vehicles parked on a site beside a trailer shall not be connected to either the trailer or to the trailer site electrical, gas, water, or sewage lines.\* (B)

\*Modified by Lake Mead Supplemental Elements.

(Lake Mead Supplemental Element):

- a. The appropriate tax stamp may substitute for registration.
- b. Vehicles may be parked on, and wholly within, the visitor's site, if space permits and if regular traffic, emergency vehicles, and the concessioner will have ample, unrestricted access to other sites, meters, buried utility lines, and the roadways at all times. While there are no limits on the number of vehicles that can be parked on the site, the reduction of fuel loads, the reduction of flammables surrounding trailer sites, and other safety factors, are of paramount importance.
- c. The trailer owner does not need to be present at their site to have his/her own vehicle parked on his/her own site.. However, to improve fire breaks and reduce fire fuel loads, visitors are encouraged to remove their vehicles from their site, or store them in an approved concessioner-operated dry storage area, while they are not visiting within the recreation area.
- d. Visitor must be in occupancy of the trailer for a recreational vehicle to be parked on their site. Otherwise, all recreational vehicles, trailers, or campers must be parked in a concessioner-operated dry storage area or removed from the recreation area.

23. Condition of Trailer.

(National):

The concessioner is responsible for seeing that the exterior of all units are kept in good repair, have a neat appearance, and meet all state,

county, or local electrical, mechanical safety, and public health codes. (B)

(Lake Mead Supplemental Elements):

The visitor shall keep the exterior of all improvements on their site in good repair. All trailers shall meet current federal, state, and local codes and standards, including those promulgated by the Department of Housing and Urban Development (HUD National Manufactured Home Construction and Safety Standards established June 1976), before the trailer may be sold and allowed to remain on site within the recreation area. If ownership of a trailer is transferred by other means, such as inheritance, the trailer shall be remodeled to meet such codes within six (6) months.

No trailer shall have its axles removed. Tongues which have been welded into place by the manufacturer shall remain attached to the trailer. Tongues which have been bolted into place by the manufacturer for transport, may be removed provided they are available for reinstallation.

24. Landscaping.

(National):

Planting or landscaping by the concessioner is permitted provided it is approved by the Superintendent. Tenant planting must be approved by the concessioner, in writing, and must meet the following criteria:

- a. Planting or landscaping shall not be done in front of a trailer if doing so hinders or prevents the attachment of trucks, tractors, or towing vehicles to its hitching device, and obstructs the trailer's ready removal from the trailer site.
- b. Screen or intersection planting shall not create hazards for vehicle movement within the trailer village.
- c. Anything permanently planted on a trailer site shall not be removed without the prior written approval of the concessioner.

- d. Planting or landscaping shall not alter the natural terrain of a trailer site, including any impediment to its normal drainage.
- e. Rock gardens, pools, or landscape features shall not be erected on any trailer site if such features cannot be easily removed by hand by the tenant (without using heavy equipment) within 24 hours upon demand for its removal by the concessioner. (B)

(Lake Mead Supplemental Elements):

- a. Any permanent improvement to a trailer site that is accomplished by the visitor must be approved by the concessioner, in writing, prior to installation or construction. Such work includes, but is not limited to retaining walls, concrete work, or landscaping, is considered an improvement to Government property, and thus becomes the property of the Government, assigned to the concessioner.
- b. All site changes must receive the prior written approval of the concessioner. Landscaping improvements accomplished without the concessioner's approval are required to be removed at the visitors' expense within 30 days of written notification by the concessioner.
- c. Only NPS-approved landscaping plants may be used, either by the concessioner or the visitor. (See Exhibit 2) NPS policy encourages the use of native plants and drip irrigation as part of an overall policy of water conservation. Existing noxious plants, such as oleander, may remain until replacement is required by the National Park Service or the concessioner.
- d. While landscaping becomes the property of the government, the Site Rental Agreement will specify that it is the visitor's responsibility to maintain the landscaping on their rental site.

25. Walks, Walkways, Patio Slabs, Retaining Walls and Fences.

(National):

Any retaining walls and/or terracing of sites necessary for flood control shall be constructed by the concessioner, not the tenant, in accordance with the park planning process. No walls or fences shall be constructed by tenants. Existing fences shall be removed when the tenant vacates the property, or sooner if desired by the concessioner.

Walkways and patio slab extensions are permitted provided that they do not create drainage problems, do not interfere with any utilities, and work has been approved by the concessioner in writing. The concessioner will require the tenant to remove unapproved walkways and patio slab extensions at the tenant's expense at the time of termination of the site rental agreement. (B)

(No Lake Mead Supplemental Elements)

26. Foundations.

(National):

No permanent foundations shall be erected for trailers on any existing trailer site within the trailer village. A foundation shall be considered to be any wall or pier block constructed of bricks, stones, woodblocks, or any combination thereof, intended to support a trailer. All tie downs shall be constructed to conform to applicable Federal, state, and local regulations. (B)

(No Lake Mead Supplemental Elements)

27. Storage Facilities.

(National):

Each site may have placed upon it only ONE (1) outside storage compartment. Any such storage compartment shall be of a commercially manufactured prefabricated type or professionally made, having a capacity of not more than 640 cubic feet and not in excess of 10 linear feet in any

dimension. Any storage compartment placed on a trailer site may rest on a concrete pad, but must be easily removed from the trailer site. (B)

(Lake Mead Supplemental Elements):

Electrical service, not in excess of 220 volt, 100 amperage, may be installed in accordance with applicable electrical codes. Storage facilities shall not be utilized for overnight occupancy. Storage compartments are defined as sheds, cabinets, shelves, lockers, etc., which are intended for the storage of materials. (Storage sheds which conceal appliances as outlined in standard 31 are excepted from this limitation.)

28. Porches, Awnings, and Shade Structures.

(National):

The concessioner may allow porches to be installed on trailer sites, but any porch shall be capable of being easily removable from the trailer site, and shall not be enclosed with any material, including permanently installed screening. Roll-up sun shades are permitted. If awnings are present, the concessioner will require that they be securely anchored and be made of demountable metal, plastic, cloth or fiberglass manufactured type which can be easily removed. Small window awnings are permitted provided that they protrude not more than four (4) feet from the trailer and are fully supported by the trailer. Patio awnings shall not be enclosed. No shade structures separate from the trailer are permitted. (B)

(Lake Mead Supplemental Elements):

- a. The roof of a porch/carport/patio cover, or any improvement or structure on the trailer site (except approved antennas, see Element 32), shall not exceed the height of the trailer.
- b. Roofs of porch/carport/patio covers shall not be used as "double-decker" patios. No furniture of any type, or occupancy, shall be permitted. Porch must be able to be accessed by a door from the trailer and cannot be higher than the threshold of the door.

- c. Patio awnings shall not exceed the height of the trailer roof and shall be attached directly to the trailer. The awning supports shall meet all spacing setback restrictions.
- d. Translucent solar screening (or uniflex louvres) may be installed along one side of any awning or area, it cannot enclose the front or rear of said awning or area. The screening must be maintained in good condition and be installed a minimum of 2' up from the ground. Existing screening must be brought into compliance within 60 days.

29. Skirting.

(National):

Skirting is required on all trailers in long-term sites. Skirting material of light metal, wood, plastic, or fiber-glass shall be neat, attractive, securely installed, and well maintained. (B)

(Lake Mead Supplemental Elements):

- a. Complete skirting shall be installed within 90 calendar days of the date of installation of the trailer.
- b. Sewer and plumbing connections shall be accessible, or be capable of being visually checked through a screen, wire mesh partition, or an access door in the skirting.

30. Outdoor Showers, Spas, Swimming Pools.

(National):

The concessioner will allow no outdoor showers to be installed at individual trailer sites. (C)

(Lake Mead Supplemental Elements):

Spas or hot tubs of any type, or swimming pools are not allowed in the trailer villages. There will be no exceptions.

Portable (inflatable or plastic) wading pools may be placed on site for a period not to exceed 72 hours.

31. Appliances and Yard Furniture.

(National):

With the exception of water softeners and air conditioners, no appliances of any kind shall be installed or stored outside of any trailer unless they are within an approved storage compartment. Only furniture designed and constructed for exterior use is permitted outdoors. (B)

(Lake Mead Supplemental Element):

Permanently installed clotheslines within the trailer villages must be approved, in writing, by the concessioner prior to installation, be retractable in nature, and be retracted when not in use. Outdoor drinking water dispensers must be approved, in writing, by the concessioner and be well maintained at all times.

32. Radio and Television Antennas.

(National):

The concessioner is responsible for seeing that individual radio and TV antennas are attached directly to trailers within the boundaries of the sites rented and without wires to the ground. Radio systems which interfere with or disrupt radio or television reception for tenants are not permitted. Antennas shall be erected so as not to come in contact with power lines, should they fall; and be installed with a minimum 10 foot vertical and horizontal clearance from power lines. All antennas shall also be within the Federal Communication Commission's height restrictions. Satellite dishes may be installed only at the discretion of the Superintendent. (B)

(Lake Mead Supplemental Elements):

The concessioner is responsible for ensuring that satellite dishes are installed only in accordance with Lake Mead National Recreation Area Standard Operating Procedure 501. (Exhibit 3).



33. Pets.

(National):

The concessioner will have in place a program for managing pets and enforcing pet rules. The concessioner is responsible for ensuring that all pets are leashed and do not make unreasonable noise that disturbs park visitors or that frightens wildlife by barking, howling, or making noise. The concessioner must also ensure compliance with pet excrement disposal requirements as established by the Superintendent. The concessioner is required to handle any such troublesome pet. (B)

(Lake Mead Supplemental Elements):

Visitors are responsible for ensuring that they comply with the following pet policies:

- a. Each site is allowed a maximum of two pets. Dogs, cats, birds, and fish are the only pets permitted. No exotic animals, or those which may be considered farm animals, will be permitted.
- b. The Superintendent has determined pursuant to 36 CFR part 2.15 (a) (5), the visitor must utilize a means of pet waste removal, while walking leashed pets within the recreation area.
- c. Only portable dog pens (show pens) or cages are allowed on site. Portable pens may not exceed 8' x 8' in size. Permanent dog runs or fences are not permitted. Pens may be in place only during times the visitor is in occupancy of the trailer. Chain link fencing of any type is prohibited.
- d. Feeding, touching, feeling or disturbing of park wildlife is prohibited (36 CFR 2.2(a)(2)).

34. Mechanical Repairs.

(National):

The concessioner will not allow major mechanical work to be performed on any vehicles within the trailer village. (B)

(Lake Mead Supplemental Element):

No exchange of vehicular or vessel fluids shall take place within the recreation area without proper precautions being taken to protect against environmental damage. All such fluids shall be disposed of in accordance with federal, state, and local regulations.

35. Liquid Propane Gas Tanks.

(National):

L.P.G. storage tanks shall not exceed 125 gallons at each trailer site and will be mounted, installed, and maintained in such fashion as to meet all applicable safety code provisions. (A)

(Lake Mead Supplemental Element):

Storage tanks must have chained or strapped support and be tested for safety and soundness in accordance with applicable federal, state, or local law.

36. Fuel Oil Tanks.

(National):

Fuel oil tanks will be of the type manufactured for the purpose of storing fuel oil. Barrels of 55 gallons are not considered an adequate type to meet these standards. The amount of 55 gallons of fuel oil shall be the maximum amount stored at each trailer site. (B)

(No Lake Mead Supplemental Elements)

37. Environmental Concerns.

(Lake Mead Supplemental Elements):

The National Park Service, as the nation's principal conservation agency, is an active participant in the implementation of recycling programs and integrated pest management (IPM).

All concessioners are required to have an active program for the recycling of solid waste. This program must be promoted by the concessioner and utilized by the trailer village visitor.

The IPM is a process for deciding if pest management suppression treatments are needed, when they should be initiated, where they should be applied, and what strategy and mix of tactics to use. The application of any pesticides on or around the exterior of the trailer must be approved in advance by the concessioner, must be on the approved pesticide list distributed by the National Park Service, and be incorporated into the concessioners' IPM plan.

All fuels, chemical solvents, batteries, and other items which could cause a hazard to the environment, persons, or animals shall be properly stored and disposed of in approved containers and locations. Any spill or leakage of fuels or oils must be mitigated in accordance with all applicable laws. With the exception of propane tanks, there will be no storage of fuels when the visitor is not in occupancy of the trailer.

38. Public Signs.

(National):

In addition to General Standard, Element No. 3, the concessioner shall post the following notices:

- a. Fire safety rules;
- b. Approved rates;
- c. Emergency and law enforcement telephone numbers.

(B)

(Lake Mead Supplemental Elements):

No signs shall be posted by visitors without prior written authorization by the Superintendent.

39. Vending.

(National):

Refer to General Standard, Element No. 16. (B)

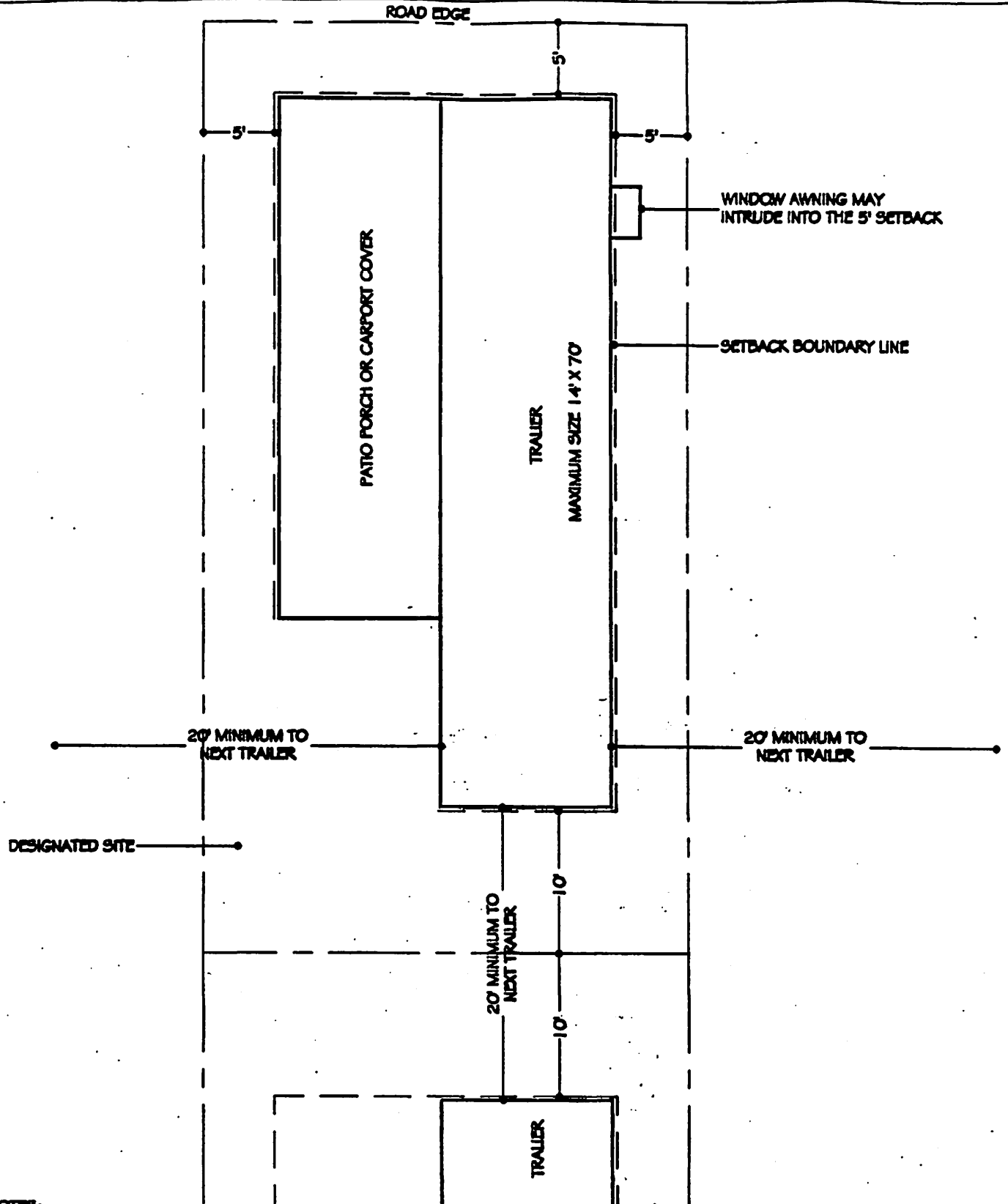
(No Lake Mead Supplemental Elements):

40. Beverage Container Guidelines.

(National):

Refer to General Standard, Element No. 17. (B)

(No Lake Mead Supplemental Elements):



**NOTES:**

1. PAVED OR COVERED PATIOS MAY NOT INTRUDE INTO 5' SETBACK
2. ALL SITE IMPROVEMENTS, INCLUDING LANDSCAPING, MUST HAVE THE CONCESSIONERS APPROVAL IN WRITING PRIOR TO THE BEGINNING OF ANY SUCH IMPROVEMENTS.
3. TRAILER PLUS ACCESSORY BUILDINGS MAY NOT OCCUPY MORE THAN 75% OF DESIGNATED SITE.
4. TRAILER MAY BE WITHIN 3' OF METERBOX ON ONLY ONE SIDE OF A TRAILER.

US DEPARTMENT OF THE INTERIC  
 NATIONAL PARK SERVICE  
 LAKE MEAD N.R.A

TYPICAL  
 LONG-TERM VISITOR  
 TRAILER SITE

SCALE: NONE DATE: 198

## STANDARD OPERATING PROCEDURE 803

Approved by

Alan O'Neill  
(Superintendent)7/27/  
(date)

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PLANT SPECIES SELECTION AT  
LAKE MEAD NATIONAL RECREATION AREA

Justification for Proposed Park Procedures

National Park Service (NPS) policy states that species native to the park should be used, to the maximum extent possible, for plantings in all zones. NPS Management Policies state that for landscaping and revegetation "Only native species will be allowed in natural zones. Use of exotic species in other zones will conform to the exotic species policy."

NPS Management Policies further state that landscapes and plants in park development zones may be manipulated, as necessary, to achieve the purpose of the zone. It also states, however, that landscapes and plantings adjacent to natural or cultural zones will use native or historic species and materials to the maximum extent possible. The policy continues to state "Certain native species may be fostered for aesthetic, interpretive, or educational purposes. Use of exotic species or materials will conform with the exotic species policy."

Relevant policies for exotic plants and animals state: "In park development and special use zones (particularly landscape subzones) exotic species or plants and animals may be introduced to carry out NPS programs consistent with park objectives only when all the following conditions exist:

1. Available native species will not meet the needs of the management program.
2. The exotic species will not become a pest based on scientific advice from appropriate federal, state, local, and nongovernmental sources,
3. Such introductions will not spread and disrupt desirable adjacent natural plant and animal communities and associations, particularly those of natural zones.

4. The exotic species is superior in maintainability."

In addition to the above mentioned policies, two draft documents, the Western Regional Guide to Revegetation and NPS 77, also states a clear directive for use of native plant material.

Based on all of these policy statements, the following plant selection procedure is established for use at Lake Mead National Recreation Area (NRA).

#### Natural Zones

Only native plant material will be used in natural zones. Material will be locally collected to preserve the genetic integrity of the natural zone. "Locally" will be defined as the area of natural dispersal, including seed and pollen of each species. Therefore, species can be collected from a source outside of the park as long as seed, pollen, or propagule dispersal from this source is likely to result in seed, pollen, or propagules being deposited within the park boundaries.

Most species native to the park are listed in the publication "Vascular Plants of the Lake Mead National Recreation Area Nevada/Arizona" by James Holland, Wes Niles, and Patrick Leary, February 1971. This document is hereby adopted as the park's working native plant list. The nonnatives listed in Holland's publication will be deleted from the working list. Native species that are known to exist historically within the park boundaries will be added to the list as well as species that are likely to disperse into the park. Local botanists and plant taxonomists will be consulted on additions and deletions from the working list, which will be maintained by Resource Management Division.

Some native species, such as palo verde, have very localized natural distributions within the park. Plans for planting of native species will evaluate the impacts of such plantings upon the species' natural range. Some species will be excluded from use in some areas of the park in order to prevent an unnatural extension of that native plant's range. These plants will be noted in the working plant list.

#### Developed Areas

For the purposes of these guidelines, developed areas are defined as all developed and maintained areas, excluding housing areas, cabin sites, trailer villages, demonstration areas, and concession areas (which are described below). Only native plant material shall be used for new plantings in developed areas. The Landscape Architect is responsible for developing planting plans and arrangements for developed areas. Such plantings must be from plants on the approved working list, and the Landscape Architect will work with Resource Management Division in plant selection. Selected material will be collected locally and

propagated under the direction of the Resource Management Division. These plants can be pruned, watered, and fertilized to enhance the desired function.

It is recognized that most park developed areas are currently landscaped with nonnative plants. These will be replaced, as they die, with native material or as money becomes available for conversions.

### Demonstration Areas

The Alan Bible Visitor Center will be used as a demonstration area. Guidelines for plant selection at the visitor's center are the same as park-developed areas; however, individual plants, that are not common to the surrounding environment, may be used. In other words, representatives from other park plant communities (not occurring at Boulder Beach District) may be displayed at this location for educational purposes. Existing cactus and demonstration gardens, throughout the park at ranger and visitor contact stations, may be maintained. However, future plantings in these areas must be restricted to native plants species common to the surrounding area. In other words, plantings must be species which occur in the general locale as the demonstration area and from stock collected locally. Again, large-scale conversion of demonstration gardens may take place when money becomes available.

Plants in demonstration areas may be pruned, watered, and fertilized to enhance the desired function.

The Landscape Architect must be contacted for design input for demonstration areas. The Resource Management Division must be provided with a list of desired species for approval of species, so that collecting and growing can be done to meet planting deadlines

### Staff Housing Areas

The use of native species will be required in the yards of staff housing with the exception that yards may include lawn totaling 600 square feet. Lawn grass species must be from the list of approved nonnative species (Appendix A). Plant material shall be selected by the Landscape Architect in consultation with the Resource Management Division. Plants may be pruned, watered, and fertilized to enhance the desired function.

Vegetable gardens and annual flower beds will be allowed; however, species must be approved by Resource Management Division. Individual tenants are responsible for obtaining approval, which may be obtained by written request to Resource Management.



It is recognized that many staff housing areas have not been landscaped to these specifications in the past. The Resource Management staff will exercise its obligation to protect native plant material in natural areas by requesting the removal of any plants that may become pests and invade the natural environment or that may interbreed with native species.

#### Trailer Villages, Cabin Sites, and Concessioner RV Parks

The use of native plants will be required in the yards at trailer villages and cabin sites as described for staff housing. Again, lawn species must be selected from the list. Native species may be purchased from the Resource Management Division. Plantings in these locations must be approved by the Resource Management Division. Plants may be pruned, watered, and fertilized to enhance their function.

It is recognized that many trailer village sites, cabin sites, and concessioner RV Parks have not been landscaped to these specifications in the past. The Resource Management Division will exercise its obligation to protect native plant material in natural areas by requesting the removal of any plants that may escape or interbreed with native species.

#### Concession Areas

It is recognized that concession areas will likely present a more intensely landscaped appearance in keeping with visitor-use function. Existing concession facilities may use plants from the list of approved nonnative plant species prior to 1998. Species may be added to the nonnative plant list after consultation between the Landscape Architect and the Resource Management Division. Approved nonnative species will be listed, based on the following criteria:

1. They will not contaminate the native gene pool by interbreeding with native vegetation.
2. They are not likely to escape from the cultivated areas and compete with native plant material.
3. The species will have similar appearance and function of desert species.
4. The species will be available at local nurseries.

However, all concessioners will be required to use native plant material by 1998. New concession areas will be required to use natives at the time this Standard Operating Procedure (SOP) takes effect. Native material can be purchased from the Resource Management Division and can be watered, pruned, and fertilized to enhance its function. Lawn areas will be kept to a minimum and

have a distinct recreational purpose. Lawn species must be selected from the list. Species selected in concession areas must be approved by the Resource Management Division.

Again, the Resource Management staff will exercise its obligation to protect native plant communities by requesting the removal of any plants that become pests in the natural environment or that may interbreed with native species.

### Park In-Holdings

Certain private in-holdings within park boundaries including Goldstrike Inn and Casino, Katherine Resort lands, and Meadview are recognized as private property within the park. However, NPS concerns about protection of the native gene pool and potential escape of exotic plants into the park will be discussed with property owners in the hopes of developing a cooperative relationship with each owner.

### Cooperative Agencies

Cooperative agencies include the Nevada Department of Wildlife, Southern Nevada Water Plant, and the U.S. Fish and Wildlife Service. Each of these agencies operates within the boundaries of the Lake Mead NRA under agreement with NPS. These agencies will be made aware of NPS policy and be requested to submit proposed landscape or planting plans with the Resource Management Division for review. Native plants will be supplied to these agencies for a nominal fee through the Resource Management Division. Historically, these agencies have not been aware of NPS guidelines and consequently may be requested to remove species that are likely to contaminate the native gene pool or to escape.

### Procedures

Procedures for landscaping projects within Lake Mead NRA will be as follows:

#### For NPS Sponsored Plantings

1. Initiating group will contact the Landscape Architect, Resource Management Division with a written proposed plan for planting at least 3 months prior to planting.
2. The Landscape Architect will design planting and provide input on appropriate species.
3. The Resource Management Division will review selected species for compliance with SOP and provide native plant material.

4. Installation of material may be done by park maintenance, district personnel, volunteers, or with the use of Community Action for Lakes Mead and Mohave funding.

#### For Concession Plantings

1. The concessioner will contact the Landscape Architect\Resource Management Division with a written proposed plan and site plan for planting at least 3 months prior to proposed planting date.
2. The Landscape Architect shall approve design and provide input or appropriate species.
3. The Resource Management Division will review selected species for compliance with SOP and provide native plant material.
4. Installation of approved plan will be concession responsibility. Native species will be provided by Resource Management Division.

#### Vegetable and Flower Beds for NPS Housing

1. Tenant shall advise Resource Management Division of proposed species by written request.
2. Resource Management Division shall provide written approval within 5 working days.
3. Plantings are the responsibility of the tenant.

#### For Trailer Village Areas

1. Tenant shall provide written request to Concessions office.
2. Landscape Architect shall approve plan design.
3. The Resource Management Division will review selected species for compliance with SOP and provide native plant material.
4. Planting implementation is tenant responsibility. Native plants will be available from Resource Management Division.

Appendix A

NON-NATIVE PLANT LIST

Shrubs

Dasylirion wheeleri - Desert Spoon  
Hesperaloe parviflora - Red Yucca  
Leucophyllum candidum - Silver Cloud  
Leucophyllum frutescens - Texas Sage  
Leucophyllum laviekatum - Chihuahuan Sage  
Leucophyllum zygophyllum - Blue Sage  
Macfadyena unguis-cati - Cat's Claw Vine  
Nandina domestica - Heavenly Bamboo  
Photinia fraseri - Frasers Photinia  
Punica granatum 'Nana' - Dwarf Fruitless Pomegranate  
Santolina virens - Green Lavender Cotton  
Santolina chamaecyparissus - Lavender Cotton  
Simmondsia chinensis - Jojoba  
Teucrium chamaedrys - Germander  
Trachelospermum jasminoides - Star Jasmine  
Vauquelinia californica - Arizona Rosewood

Trees

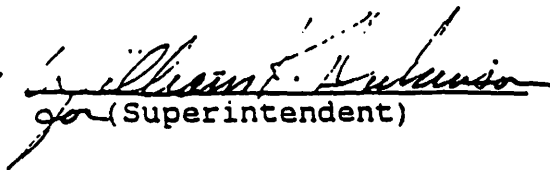
Washingtonia filifera - California Fan Palm  
Washingtonia robusta - Mexican Fan Palm

LAWN SPECIES LIST

Cynodon dactylon Hybrids (such as 'Tifgreen' or 'Santa Ana') -  
Hybrid Bermuda Grass

## STANDARD OPERATING PROCEDURE 501

Approved by


  
(Superintendent)

4 21 95

(date)

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**ANTENNA POLICY**

This policy is being written to update criteria for the use of dish (satellite) antennae within Lake Mead National Recreation Area (NRA), including all areas operated by Concessioners.

All antennae proposed for mounting on Government-owned structures shall be in compliance with the Lake Mead NRA Housing Management Plan and require approval by the area's Lead Maintenance Worker. No government material shall be used in the installation.

Dish antennae 18 inches or less in diameter, conforming with the following conditions, are approved for installation at Vacation Cabin Site areas and Concessioner-operated trailer villages.

All dish antennae must blend in with the surroundings, to the extent possible. One dish antenna is permitted per employee residence, vacation cabin site or concessioner-operated trailer village site. If roof mounted, the top of a dish antenna shall not exceed a height of 24 inches above the roof line. If ground mounted or mounted on any type of pole, the bottom of a dish antenna shall not be greater than 36 inches above the ground.

In Concessioner-operated trailer villages, dish antennae exceeding 18 inches in diameter require written approval by the concessioner and shall be in conformance with this policy. In Vacation Cabin Site areas, dish antennae exceeding 18 inches in diameter require written approval by the park Landscape Architect. Requests must be written, including a sketch showing position of antennae on or in relation to structure. No dish antennae over 6 feet in diameter will be approved for any location within Lake Mead NRA.

Dish antennae not meeting this updated policy but which were approved prior to installation, may remain in place only until the individual who received installation approval leaves the recreation area. At that time, the antennae and all equipment relating to the installation shall be removed. If not removed within 30 days of vacating the premises, antenna and equipment shall become the property of the United States, although any costs associated with its removal shall remain the responsibility of the permittee. Leased dish antennae are to be removed by the leasing companies.

Antennae installed without prior written approval must be brought into compliance or removed from Lake Mead National Recreation Area by July 1, 1995.