



Village of Cumberland

Advisory Planning Commission

Minutes

The meeting of the APC was held on Thursday February 10, 2022 by video conference (due to Covid-19), commencing at 4:00pm.¹

PRESENT:	Nick Ward, Chair Janet Bonaguro, Secretary Jaye Mathieu	Troy Therrien Shannon Levett
ABSENT:	Neil Borecky	
GUESTS \ STAFF:	Meleana Searle, Planner Courtney Simpson, Manager of Development Services Kip Keylock, Applicant	
OBSERVERS:	N/A	

1. **APPROVAL OF AGENDA**

Mathieu / Bonaguro: THAT the agenda be approved as presented.

CARRIED UNANIMOUSLY

2. **APPROVAL OF MINUTES**

Therrien / Mathieu: THAT the minutes of the meeting held December 9, 2021 be approved as presented.

CARRIED UNANIMOUSLY

¹ This meeting was held through electronic facilities as authorized under Order M192 of the Ministry of Public Safety and Solicitor General during the declaration of a state of emergency made March 18, 2020 in order to conduct business in accordance with public health advisories related to the COVID-19 pandemic.

3. REFERRALS FROM COUNCIL

(a) Manufactured Home Park Permit, Development Permit & Development Variance Permit – 3025 Royston Road

Bonaguro / Levett: THAT the Advisory Planning Commission receive the staff report titled “Manufactured Home Park Permit, Development Permit & Development Variance Permit – 3025 Royston Road”.

CARRIED UNANIMOUSLY

DISCUSSION

- Staff Comments
 - Each mobile home must meet CSA standards.
 - The property will be managed by an on-site park property manager.
 - Applicant is in discussion with the private property owner of Trent River Main Rd. to obtain a second access point to the property for emergency use. This access will be gated and locked as Trent River Main Rd. is not currently a public road.
 - The Fire Chief completed a site visit, and supports the secondary access point off Trent River Main Rd.
 - Staff support the application.
- APC Comments
 - Density
 - For comparison, Stoneleigh development is high density as that development is multi-family. It also has a single public road access point and an emergency access road only accessible to emergency services
 - Parking
 - Zoning bylaw identifies parking requirements, which are met.
 - Each unit has a carport which can hold 1 regular size vehicle, and some can hold an additional small vehicle.
 - Zoning
 - Permitted lot coverage is 45% total lot area with a maximum lot coverage for principal buildings and structures (includes accessory buildings).
 - Staff looked into the past zoning bylaws and since the land came within the Village boundary (about 1980) the land has been zoned for a Mobile Home Park.
 - Even though the OCP land use designation and the zoning bylaw uses are different, the zoning bylaw is the legal land use tool that informs

actual use (not the OCP). The intention of the OCP is to guide land-use decisions should the property be re-zoned or down-zoned.

- Secondary access
 - The Manufactured Home Park bylaw requires access to 2 public roads if the density is over 25 units; a variance is required as there is only one access point to a public road (Royston Rd).
 - Stoneleigh station also has only 1 access route in and out, with a secondary emergency access point via a locked bollard.
 - During Design Stage Approval (DSA) the Village could require a traffic study if the traffic in and out of the site is a concern.
 - Internal roads on the site will be privately managed so the Village will not be responsible for road maintenance or snow management. The developer plans to hire an external snow management company to plow and it's possible to truck excess snow away. Snow could be stored in the boulevard area behind units but will not be able to be stored in the watercourse areas.
 - There will be an external gate on the neighboring property at the junction of Trent River Main Rd. and an additional internal locked gate on the subject property (two gates must be unlocked for emergency access).
- Environment
 - Riparian area on Maple Creek.
 - The chain link fence requirement is meant to protect the SPEA from encroachment, a 4-foot-high fence is common practice.
 - Staff will look into fencing requirements to ensure that the fence is wildlife friendly so that small wildlife can pass under the fence.
 - Developer intends to replace culvert (as mentioned in the environmental report) as part of the development process.
- General
 - There is a playground on the property.
 - The development partner company is Iconic Island Dwellings which manufactures modular homes.
 - All modular homes will be built by the developer.
 - These are manufactured homes that are meant to stay on the site, sites will not be available for tiny homes or other dwelling types.
 - The homeowner decides which manufactured home model they wish to purchase and which lot to place it on. The homeowner purchases the home and then pays a monthly fee for rental of the site. There will be building permits required for the foundations. Manufactured homes sited in a manufactured home park that has a valid and subsisting Manufactured Home Park Permit issued by the Village do not require a building permit. Should the unit be altered or added-onto, a permit will be required.

Mathieu / Levett: THAT the Advisory Planning Commission recommend to Council to approve the manufactured home park permit (2021-01-MHP) at 3025 Royston Road.

CARRIED UNANIMOUSLY

Mathieu / Levett: THAT the Advisory Planning Commission recommend to Council to approve the development permit (2021-10-DP) to permit a Manufactured Home Park at 3025 Royston Road.

CARRIED UNANIMOUSLY

Mathieu / Levett: THAT the Advisory Planning Commission recommend to Council to approve the development variance permit (2021-21-DV) to allow for 6.5 metre primary access road and secondary access off of a private road at 3025 Royston Road.

CARRIED UNANIMOUSLY

4. NEXT REGULAR MEETING

Thursday March 10, 2022 at 4:00pm (pending any referrals from Council).

5. TERMINATION:

Therrien / Bonaguro: THAT the meeting terminate.

Time: 4:46pm

Certified Correct: _____ Chair	Confirmed: _____ Deputy Corporate Officer
--	---