

CITY OF PARKSVILLE

POLICY

SUBJECT: Mobile & Manufactured Home Park Redevelopment Policy	POLICY NO: 4-28 RESO. NO: 07-321(11) CROSS REF:
EFFECTIVE DATE: November 19, 2007	APPROVED BY: Council
REVISION DATE:	RESO. NO: CROSS REF: PAGE 1 OF

PURPOSE

This policy is intended to apply where a proposed zoning amendment can be expected to result in the redevelopment of a mobile or manufactured home park and the displacement park tenants. The intent is to improve on the notification and assistance provided to tenants required to relocate from a mobile or manufactured home park as a result of redevelopment.

Communication of Plans for Redevelopment

1. Prior to submitting an application to amend zoning to allow the redevelopment of a mobile or manufactured home park the applicant should do the following:
 - a. Notify in writing to all tenants that plans for redevelopment are being made and that a relocation assistance plan shall be developed. Notices should also be posted on communal notice boards and facilities in the mobile or manufactured home park. The notice should specify the nature of the redevelopment plans and the tentative timeframe for implementation.
 - b. Provide tenants with information that will assist them in making plans for alternative living arrangements.
 - c. Inform tenants of their rights under the *Manufactured Home Park Tenancy Act*.
 - d. Undertake a survey of the park residents to establish their housing needs and options, and their relocation option preferences.
 - e. Assist the tenants in determining the condition of their mobile or manufactured homes, its ability to be moved, and its compliance to the Building Code.
2. Once an application for rezoning has been made, the applicant shall provide updates to residents as the process progresses including when the application is to be made, when it is to proceed to a Public Information Meeting, and when a Public Hearing is to be held.

3. The applicant should submit, with a zoning amendment application, a report that contains the following:
 - a. A detailed description of the notification and consultation that has occurred with tenants.
 - b. A profile of the number of residents, their housing needs and options, and their relocation option preferences.
 - c. A profile of the condition of each manufactured home, its ability to be moved, and its compliance to the Building Code.
 - d. A relocation plan that addresses the relocation needs of each individual tenant based on their individual characteristics, needs, and preferences. This plan may include, but is not limited to, any of the following components (in addition to the statutory requirement under the *Manufactured Home Park Tenancy Act*):
 - i. Arranging and paying for the disposal of a manufactured home.
 - ii. Unconditional compensatory payments of a value that would provide tenants with some amount of equity and greater flexibility in their plans for relocation (e.g. a payment equivalent to the assessed value of the manufactured home). This would be in addition to the mandatory payment under the *Manufactured Home Park Tenancy Act*.
 - iii. Opportunities for first right of refusal to purchase and purchase discounts on units developed by the applicant including new units built on the subject site.
 - iv. Advice on options for relocating locally, and advice on regional in market housing, non-market housing, and mobile and manufactured home parks.
 - v. Options for tenants to remain on the subject site under a Housing Agreement to secure any low-cost housing options.
 - vi. And, a timeline for implementation of the relocation plan. The applicant should develop the plan, in consultation with tenants, as soon as possible after plans for redevelopment are made.
4. Staff will evaluate the report and relocation plan in conjunction with the redevelopment application and include this information and their evaluation in the staff report to Council.
5. Where a mobile or manufactured home park owner submits an application to convert the park to a bare land strata the City will encourage the owner to offer right of first refusal for purchase of a bare land strata lot to existing tenants, in accordance with the *Manufactured Home Park Tenancy Act*.

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