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Date: November 30, 2018

To: Mayor and Council

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Manager, Planning Services

RE: Site Plan Public Input Process

Report No.: PDS 2018-062

AIM

To provide the Mayor and Council with an outline of the process to be utilized for significant site plan approval review with regard to public notification and commenting.

BACKGROUND

At the November 13, 2018 meeting of Council a notice of motion was made directing Administration to revise the necessary by-laws/policies to permit public input during Council discussion of site plan approval.

In February of 2017 Council was provided with a report on Public Notice requirements with a recommendation to endorse the continued use of notice requirements as outlined in the Planning Act. However, the recommendation also noted that enhancement of those requirements could be considered in cases where there was a large Town interest at play or development where supplementary public input was advisable.

DISCUSSION

Council at any time can direct administration to undertake additional public engagement. The purpose of this report is to provide some guidance to both administration and Council when that additional engagement should be done. The suggested course of action would be to use the site plan control by-law as a guide.

The by-law provides criteria for site plan approval based on the value of development and the type of abutting uses. Amendments to site plan approval are done via administrative approval however the Manager does have the discretion to refer an amendment to Council for consideration.

Based on passed approvals before Council the main issue with site plan and public input has to do with significant commercial, residential or industrial development, which abuts existing residential areas. Typically, some form of approval such as zoning amendment is necessary to first permit the development with site plan approval to follow. The public has the opportunity to comment on zoning amendments and the right to appeal if they do not agree with Council's decision. Site Plan is not an application that requires public notice and does not require the circulation of notice when it is brought before Council.

Council has permitted public commenting in the past on significant development at the site plan stage however, with no notification circulated to the public in advance this may not result in feedback from all interested parties.

Using the current site plan control by-law as a guide, the suggested criteria would be as follows:

All site plan approvals, regardless of value of construction, which abut a residential use will require administration to provide a notice of meeting to consider the approval.

Site Plan approvals following a new zoning approval will require a notice of meeting to be circulated.

The notice timeframe should be a minimum of 14 days prior to the Council meeting and include all property owners within 120 m.

LINK TO STRATEGIC PLAN

Support growth of the business community.

FINANCIAL CONSIDERATIONS

Any additional notice circulations required as part of an application are covered by the application fee collected at the time of the application. There is no impact to the Town from a financial standpoint.

CONSULTATIONS

CAO/Management Staff

RECOMMENDATION

It is recommended that Council receive the report on site plan public input and direct administration to incorporate the suggested notice process in the Site Plan Application Standard Operating Procedure (SOP).

Robert Brown

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Manager, Planning Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer