



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: March 12, 2019

To: Mayor and Council

Author: Robert Brown, H. Ba, MCIP, RPP
Manager, Planning Services

RE: Surplus Dwelling Severance – Process Update

Report No.: PDS 2019-013

AIM

To provide the Mayor and Council with an update on the revised process to be followed for the severance of a dwelling surplus to a farming operation.

BACKGROUND

As was noted during the presentation of the revised planning fees in the Fees and Charge By-law planning staff will be following a revised process for applications involving the severance of a surplus dwelling from an agricultural property. At present an applicant is required to submit an application for consent (severance) which is reviewed and presented to the Committee of Adjustment for approval. As part of that approval a condition is included that requires the remaining farmland to be rezoned to prohibit future dwellings. The required zoning amendment must be presented to Council for approval. One of the goals for planning in the strategic plan was to review and find efficiencies in our processes. This particular process was at the top of the list.

DISCUSSION

The requirement for two applications, two reports, two notices, two separate review processes, two circulations, two sets of comments from outside agencies and two separate approval for the same result is inefficient. While Council has delegated authority to the Committee to approve consent (severance) applications it has not given up the authority to also approve a consent application itself. With that in mind, a revised process will be followed moving forward in cases where two different approval authorities are necessary.

Surplus dwelling severances are the most common and will be processed in a combined fashion. An applicant will be required to complete both the consent application and zoning application at the same time. These applications will be subject to a revised combined fee which was adopted in the Fees and Charges By-law of 2019. The applications will be circulated and reviewed in a combined manner and brought to Council as a single report. The approval will be in the form of two recommendations, the first approval of the consent to create the proposed lot, followed by approval of the required zoning amendment to prohibit future dwellings on the remaining farm parcel. This will in no way alter the notice requirements or the level of review required. It will however shorten the timeframe of the current separate application process by about 60 days. It will also reduce the overall cost to the applicant by a minimum of \$250.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

Any minimal impact to revenue for the department is offset by the improved efficiency in the process and the reduction in processing time of separate applications.

CONSULTATIONS

CAO, Clerk

RECOMMENDATION

It is recommended that Council receive the report on the surplus dwelling severance process update.

Robert Brown

Robert Brown H. Ba, MCIP, RPP
Manager, Planning Services

Peggy Van Mierlo-West

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