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STAFF REPORT: Planning & Building Services Department



REPORT TO: Committee of The Whole
MEETING DATE: October 20, 2014
REPORT NO.: PL.14.104
SUBJECT: Development Application Review Process
PREPARED BY: Jim Dymont, MHBC

A. Recommendations

THAT Council receive Staff Report PL.14.104 "Development Application Review Process" for information purposes.

B. Background

On July 14, 2014 the CAO presented report CAO.14.04 to Council in which a number of recommendations relating to the processing of development applications in the the Town of The Blue Mountains. One of the recommendations was "That the Acting Director of Planning, in consultation with the Director of Engineering and Public Works, determine if a full Technical Review can be waived for simple development applications and establish criteria under which this exemption can be provided, and report back to Committee of the Whole in this regard at the Committee's September 8, 2014 meeting.

It has taken additional time for the Planning and Engineering & Public Works Departments to establish the criteria referenced in the July 14, 2014 report to Council, however attached to this report are the criteria that the two departments would use for screening applications to exempt them from full technical review.

The checklist attached to this report will be considered when an application for Site Plan Approval is received by the Planning Department. The application will be reviewed by the Planner to confirm whether or not it meets the criteria shown on the checklist. The Director Planning, Building & By-law would then sign off on the exemption indicating that he is in agreement with the Planners recommendation. The Planner would then informally review the file and checklist with Engineering & Public Works for their information. Consultation with EPW would occur informally as required.

Planning Staff have reviewed current and recent applications for Site Plan Approval and can advise Council that the following applications would have met the exemptions provided for in the attached checklist:

- Goldsmith Orchards Fruit Stand (complete)
- Ice River Springs (pending)
- JSOD Farms
- Lalande
- Legacy Resort (pending)
- LilyPad Spa
- 27 Arthur Street

Depending on the quality of the submissions from the applicants, using the checklist and exemption approach to Site Plan Control could potentially cut seven (7) weeks off of the Site Plan Application process at the municipality. This is a much welcomed approach from the development industry.

In the next few weeks, John Metras, Municipal Legal Counsel, will be preparing a short form Site Plan Agreement template for use in these circumstances. The short form Site Plan Application will establish basis requirements for the applicants to fulfill the conditions of the agreement and build in accordance with the approved plans. They will also require a marginal Letter of Credit to be posted with the municipality to ensure that hard surfacing which may be included and landscaping are completed and certified by the applicant's Engineer. The onus is on the applicant and their Engineer to ensure the site development has no off site impacts on neighbouring lands or public property. They will also be responsible for obtaining all other permits including Conservation Authority and Ministry of Transportation permits.

C. The Blue Mountains' Strategic Plan

"Providing a strong, well managed municipal government."

D. Environmental Impacts

N/A

E. Financial Impact

This process shall reduce the staff resources required to review simple development applications and reduce municipal costs.

F. In Consultation With

Reg Russwurm, Director of Engineering & Public Works
Troy Speck, CAO

G. Attached

Draft checklist.

Respectfully submitted,

Jim Dyment
MHBC

CHECKLIST

CONDITIONS FOR EXEMPTING SITE PLAN APPLICATIONS FROM FULL CIRCULATION AND TECHNICAL REVIEW

	There are no municipal works proposed
	No new storm on-site storm water management quality or quantity facilities are proposed or required
	The site plan has been prepared and certified by an professional engineer who has prepared a letter stating that all requirements of the Town's Engineering Standards have been strictly followed
	There are no off-site impacts on public or other private lands
	All other approvals such as Conservation Authority, County, NEC or MTO have been obtained
	There is less than a 5% increase in hard surface (roof, gravel or paved parking, etc.)
	All grade changes or modifications are no closer than 3 metres to the property line
	There are works within the road allowance or Town owned lands. Entrance installation or modification is exempt but an Entrance Permit will be required from Engineering and Public Works
	The proposal complies with the Zoning By-law

The conditions of approval would require that:

	The applicant's engineer shall certify that the works have been completed according to his/her plans.
	Security is to be in place to cover 100 per cent of the cost of earth works, including sediment and erosion control and landscaping.

DATED _____, 20__.

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Director, Planning, Building & By-law Services