



Delegation of Site Plan Approval

September 6, 2022



Overview

- Origin of Site Plan Delegation
- Purpose of the Report
- What is Site Plan Approval?
- Current Process vs. Proposed
- Communication, Engagement

What brings us here?

- Service Delivery Review
- Bill 109
- Good Planning Practice

Purpose & Recommended Actions

- To recommend the passing of a by-law making pre-consultation mandatory
- To request delegation of matters relating to Site Plan applications to staff
 - Include deeming applications complete or incomplete
 - Approval of Drawings
 - Authorization of Mayor and Clerk to Sign all Site Plan Agreement
- To recommend passing of a new Site Plan control by-law
- Establish an Annual Report framework for Planning applications

Preconsultation By-law

- The Planning Act enables Municipalities to require pre-consultation prior to submission of applications – this is to be enacted by by-law
- Current Official Plan policy requires pre-consultation
- However, the Town of Cobourg has never passed a pre-consultation by-law

Extract from Planning Act Consultation

(3.1) The council may, by by-law, require applicants to consult with the municipality before submitting plans and drawings for approval under subsection (4). 2022, c. 12, Sched. 5, s. 7 (1).

Extract from Town of Cobourg Official Plan

8. DEVELOPMENT APPLICATION PRE-CONSULTATION AND SUBMISSION REQUIREMENTS

8.1 PURPOSE

All development applications in the Town of Cobourg shall be subject to review in accordance with the policies of this section, and the other applicable policies of this Plan, as well as the Town's Urban and Landscape Design Guidelines. In addition, the Town may require development to be subject to the site plan control provisions of the Planning Act.

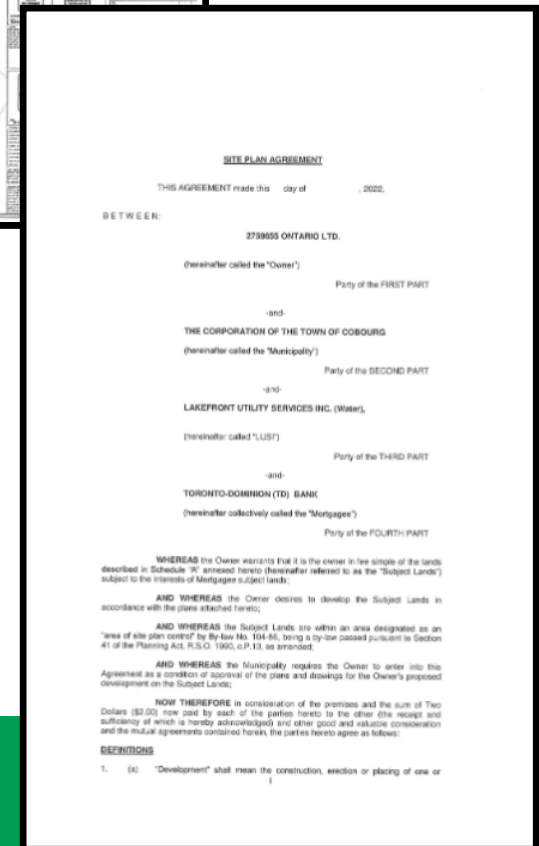
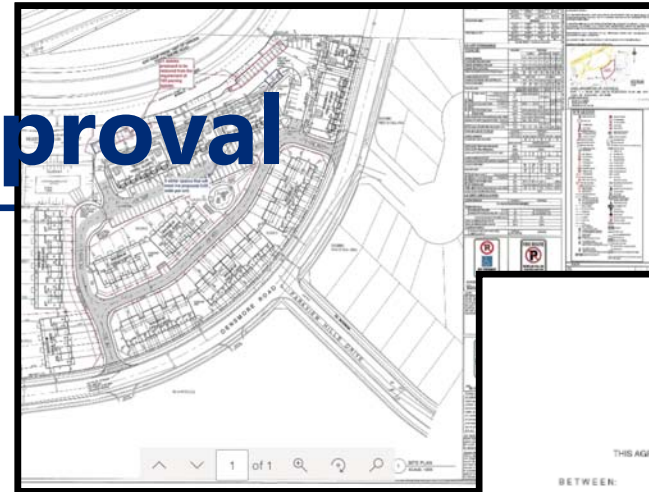
8.2 PRE-CONSULTATION

8.2.1 Pre-Consultation Process

Consultation with the Town prior to the submission of a development application requiring Planning Act approval is encouraged, and shall be required for applications for approval of Official Plan amendments, Zoning By-law amendments, draft plan of subdivision, draft plan of condominiums and site plans. Affected agencies such as the Ganaraska Region Conservation Authority are encouraged to participate where appropriate.

What is Site Plan Approval

- In its purest sense – SPA is the approval of plans and drawings
- However practically and operationally – site plan approval also includes the execution of a site plan agreement between proponent and town
- Development cannot proceed until both are complete



Current Practice

Steps in Site Plan Approval Process

1. Application/fee and drawings received
2. Reviewed for completeness
3. Once complete the submission is circulated to Staff and Agencies for Review and Comment
- 4. Staff Report # 1 to inform COW/Council receipt of an application**
5. Discussion with Development Review Team
6. Coordinated comments issued by Planning Staff
7. Applicant and consulting team address comments and resubmit drawings
8. Items 5, 6 and 7 are repeated until all matters are addressed to the satisfaction of staff and agencies
9. Development agreement is drafted with outside legal assistance as required
- 10. Staff Report # 2 to seek authorization to enter into Site Plan Agreement by by-law upon resolution of issues as drawings are nearing approval**
11. Agreement is executed by owners, mortgagees, Mayor, and Clerk and registered on title
12. Conditions of agreement fulfilled by applicant including submission of necessary fees and securities
13. Planning and Public Works staff are now able to sign off on Building Permit
14. Development may proceed once permits are issued

Proposed Practice – Deeming Applications Complete/Incomplete

- Current Practice: Memo to Council at the onset of an application, including a site plan, elevation dwg
- Proposed Practice: Letter to proponent by staff deeming complete or incomplete
- Importance – Tracking, time frames, consistency and predictability
- To address the absence of a memo on Council agenda – Staff will work with other communication channels to ensure the sharing of file information

Proposed Practice – Approval of Plans and Drawings

- Current Practice: Staff receive a set of “Issued for Construction” drawings as the final drawing set
- Proposed Practice: Site Plan Drawings to be stamped by Directors prior to proceeding to the execution of the site plan agreement
- Importance – Tracking, time frames, consistency, predictability, financial implications ie refund of fees if approvals not granted within prescribed time frames as of Jan 1, 2023

Site Plan Approval Issued under
Section 41 of the Planning Act

Director of Public Works

Director of Planning and
Development

Date:

Proposed Practice – Entering into Site Plan Agreements

- Current Practice: Memo to Council including a by-law authorizing Mayor and Clerk to sign agreement
- Proposed Practice: Passing of an By-law authorizing Mayor and Clerk to sign all agreements pending stamped approval
- Importance – Meeting, time frames, efficiencies, freeing resources to work on other planning items
- To address the absence of a memo on Council agenda – Staff will work with other communication channels to ensure the sharing of file information

Measures to ensure continued transparency and communication

- Continued practice of sign installations for Site Plans
- Copy of correspondence to Communications Department – including letters deeming complete, and the approval memo to the Clerk once agreement is ready for signature
- Improved internal tracking and communication of activity
- Web-page portal
- Annual reporting on planning application activity including delegated approvals



THANK YOU
