

## **Subject:** Comprehensive Zoning By-law Public Consultation Process and Schedule

### **Recommendation:**

**THAT Council receive this Report #2020-0167 for information as it pertains to the proposed public consultation and schedule for the Comprehensive Zoning By-law review and update.**

### **Background:**

The current Zoning By-law, By-law No. 1136 for the Town of Pelham, was originally approved in 1987. Zoning By-law No. 1136 is out of date and requires a major overhaul and consolidation of recent changes. The ZBL needs to be representative of current development trends and should be more flexible to respond to future changes. Further, the Zoning By-law needs to conform with the Town's Official Plan.

There have been some fundamental shifts in the focus of the Provincial, Regional and local policy framework since the original version of the 1987 ZBL. The Town of Pelham has the responsibility as a municipality to bring the Zoning By-law in line with current policy framework at all levels of government.

Planning Partnership was retained by the Town to prepare a new Comprehensive Zoning By-law in late 2014, however, in 2015 the project was somewhat on hiatus given changes to planning staff and workload volume. Planning Partnership completed a number of drafts, however it is not complete and Staff have now taken over the process to finalize the review and update of the Comprehensive Zoning By-law.

### **Analysis:**

The Comprehensive Zoning By-law being proposed is a hybrid model using contextual zoning primarily in the greenfield areas of the Town and conventional zoning in the built-up areas and rural agricultural areas of the Town. There will be an extensive use of graphics to illustrate the various zone provisions which is aimed at providing residents with ease-of-use. Properties that have received site-specific zoning exceptions will continue to be recognized. In addition, the General Provisions and Definitions need to be updated to reflect more contemporary standards and to eliminate discrepancies.

The Comprehensive Zoning By-law also needs to conform to the Town's Official Plan. However, it is anticipated that some amendments to the Official Plan will be required to address certain issues that have been identified during the review of the Zoning By-law. The amendments to the Official Plan would be considered to be housekeeping amendments and will be presented to Council as work progresses.

### **Financial Considerations:**

There are no current or direct financial implications as a result of the recommendations contained in this report. Previous Councils did provide a budget for the work done by the Planning Partnership, some of which is being used in the current drafting exercise. The primary cost of this exercise is the value of staff time. As part of its Phase II Covid-19 cost funding application, the Town is seeking financial assistance for software that will support better electronic public consultation, the cost of which is estimated at \$15,000. No direct funding from the levy is sought for this project.

### **Strategic Plan Relationship: Strong Organization**

On Monday, September 28<sup>th</sup> 2020, Pelham Town Council met to discuss priorities and updates to the corporate strategic plan. Council re-ranked the strategic priorities in order of importance and a new Zoning By-law was moved to the number priority for the Town.

### **Consultation:**

It is proposed that Planning staff will begin the consultation process on the Comprehensive Zoning By-law update and receive feedback from the community and agencies in the new year. Staff have held internal brainstorming sessions to prepare a public consultation plan which will consist of the following:

- In-person\* or Virtual Public Open House(s) (themed open houses). It is proposed to host a number of open houses based on themes, i.e. rural/agricultural use zoning requirements, residential use zoning requirements, commercial use zoning requirements, as potential examples, over a 3-4 month period beginning in the new year. Note: *\*if in-person Open Houses are held they will follow Public Health guidelines, safety standards, and best practices for hosting such events during the pandemic.*
- Dedicated page on the Town website pushing information out throughout the process
- Online Surveys
- Information brochures
- Scheduled one-on-one weekly appointment time with staff for individual discussions
- Meetings with stakeholders, i.e. Welland-Pelham Chamber of Commerce, Pelham Greenhouse Growers Group, development industry, etc.

- Statutory Public Meeting

Following the consultation with the community, agencies and Council, it is anticipated that the draft Comprehensive Zoning By-law will be revised to address the comments and feedback received. Following which a second round of consultation will be undertaken at which the draft Official Plan amendment(s) will also be available for review and input. The draft Comprehensive Zoning By-law will be finalized along with the housekeeping Official Plan amendments and presented to Council at a formal public meeting to be followed by adoption.

The proposed schedule for the overall Comprehensive Zoning By-law review including public consultation will be as follows:

**Proposed Comprehensive Zoning By-law Review Schedule 2021**

<b>First Quarter (January 1 – March 31)</b>	<ul style="list-style-type: none"> <li>• Commencement of Public Consultation Process outlined above</li> </ul>
<b>Second Quarter (April 1 – June 30)</b>	<ul style="list-style-type: none"> <li>• Final Round of Public Consultation and Summary Report of Comments and Feedback received</li> <li>• Reporting back to the public</li> </ul>
<b>Third Quarter (July 1 – September 30)</b>	<ul style="list-style-type: none"> <li>• Finalization of draft Comprehensive Zoning By-law and development of Housekeeping Official Plan amendment</li> <li>• Statutory Public Meeting</li> </ul>
<b>Fourth Quarter (October 1 – December 17)</b>	<ul style="list-style-type: none"> <li>• Final edits to Comprehensive Zoning By-law</li> <li>• Council Approval of Comprehensive Zoning By-law and Official Plan Amendment</li> </ul>

**Prepared and Recommended by:**

Tara Lynn O'Toole, Hons. BA  
Policy Planner

Barbara Wiens, MCIP, RPP  
Director of Community Planning and Development

**Prepared and Submitted by:**

David Cribbs, BA, MA, JD, MPA  
Chief Administrative Officer