

Community Planning and Development Quarterly Report

Wednesday, July 26, 2023

Reporting Period: Community Planning and Development
Department Quarterly Report for the period: April – June 2023

Recommendation:

**BE IT RESOLVED THAT the Q2/2023 Community Planning and
Development Department Report be received for information.**

Department Overview and Statistics:

The Planning Department continues to work on the following development applications: 10 Subdivision Applications, 1 Official Plan Amendment applications, 5 Zoning By-Law Amendments, 4 applications for Site Plan Approvals, 4 consent applications, 7 minor variance applications and 2 Niagara Escarpment Development Permit applications.

On cannabis related matters, there is one appeal relating to Development Charges By-law Amendment that the Tribunal has closed. The Town is awaiting a court date. The court applications to quash the Odorous Industries Nuisance By-law is also pending and the Town is waiting receipt of the filings in order to respond.

Public meetings were held with regards to:

- a zoning by-law amendment and draft plan of subdivision for a 4 lot subdivision at 1112 Haist Street; and
- a public meeting regarding the Town wide Official Plan review and updated to conform with the provincial plans and policies and the Region of Niagara Official Plan.

Building:

The Building Department continues to receive incoming permit applications consistent with seasonal trends and remains busy with inspections. The building department conducted a total of 479 inspections since the last quarterly report.

Building Activity Statistics from April 1 – June 30, 2023:

Months	Building Permits	Inspections	Demolitions	Commercial Sq. Ft.		New Dwellings	Value of Construction
April	27	124	3		0	10	\$3,966,422
May	16	190	2		0	3	\$2,278,900
June	39	165	3		0	24	\$10,677,445
Total:	82	479	8	0	0	37	\$16,922,767

Building Permit Time Frames from April 1 – June 30, 2023:

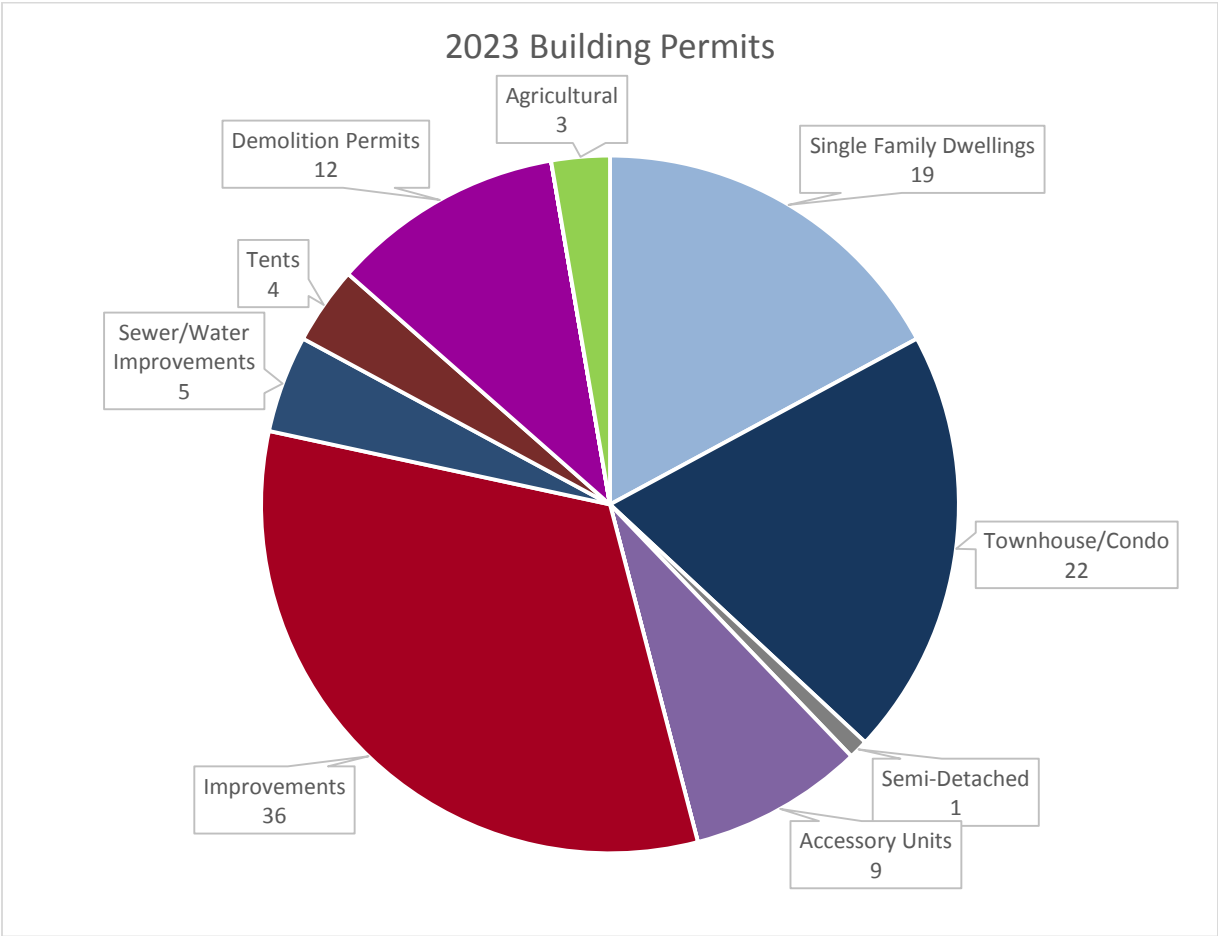
Building Type and Number of required days to issue	Number of Permits Issued	Average Number of Days to Issue Permit
House: 10 days	82	2
Small Building: 15 days	0	0
Large Building: 20 days	0	0
Complex Building: 30 days	0	0
Total:	82	

Major Building Projects Over \$250,000 (excluding single family dwelling units):

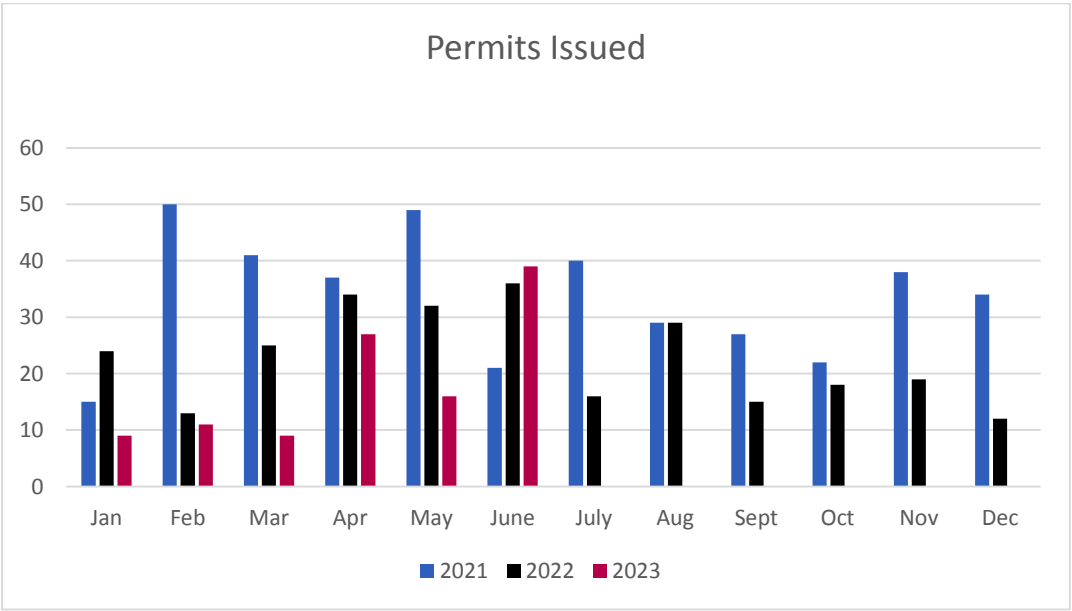
- \$357,722 residential addition
- \$300,000 Residential Rear Addition – One story with Unfinished Basement
- \$350,000 Residential Interior Renovation

Town Development Charges collected by the Finance Department at time of building permit approval from April - June 2023 total \$810,314.

Building Permit Breakdown (Year to Date):



Comparative Building Activity Statistics from 2021 to 2023:



Projects:

Comprehensive Zoning By-law: The OLT issued an order approving the new comprehensive Zoning By-law, save and except the lands subject to appeal, on April 3, 2023. The new Zoning By-law is in effect on the day it was passed being April 30, 2022 and replaces Zoning By-law 1136(1987).

Town Official Plan Review and Update: WSP consultants are undertaking the conformity review of the existing Official Plan to determine the policy sets that are needed to conform with the new Region of Niagara Official Plan, Provincial Plans and policies and recent legislative changes. A public meeting was held on June 14, 2023, regarding the Official Plan review and update. The Engaging Pelham website 'Picturing Pelham' is live and public comments and feedback can be received at: <https://engagingpelham.ca/town-of-pelham-official-plan>. Agency and stakeholder consultation is also being organized and will be held in July. The Policy Planner is the lead on this project and is available to meet with the public and Council members to discuss issues, concerns and answer questions.

Farr/River/Webber Road Drainage Study: the consultants undertaking the Drainage Study work presented their findings to Council on April 19, 2023. Council requested a further report on the process to establish a municipal drain which was presented to Council on May 17, 2023. An open house to discuss and review with area residents the process for establishing a municipal drain and potential ramifications for landowners is scheduled for July 11, 2023.

Planning Sharing Services Agreement: The CAO, Town Solicitor and Director reviewed the draft agreement on the sharing of planning services and recommended some changes. Discussions with the Region are nearing their conclusion and moving towards finalizing the agreement.

Keenan Drain Assessment Schedule Update: K. Smart Associates is undertaking the work related to updating the assessment schedules for the Keenan Drain.

East Fenwick Secondary Plan: Consensus has been reached with the Region, NPCA and the Developer Group with regards to the natural heritage features and systems and location of the storm water management facility. The consultant has been re-engaged to finalize the Secondary Plan. Further public consultation will occur in Q3.

Greenbelt Area Natural Asset Management Plan: A natural asset roadmap has been completed that involved the participation of Public Works Staff and the Asset Management and GIS Analyst.

Constituent Concerns and Issues Arising:

Staff respond to resident inquiries and concerns on as need basis. A number of concerns regarding drainage staff have been addressing including the removal of beaver dams within a municipal drain and drainage concerns arising from new construction.

Employee Updates:

A new Administrative Assistant for the department commenced their position in April.

The Senior Planner completed McMaster University DeGroote School of Business Leadership Program.

Chief Building Official completed Wood Energy Technology Transfer (WETT) recertification course.

The Director attended the Canadian Institute of Planners Conference in Halifax in June.

Grants, Concerns, RFPs, Agreements:

No new request for proposals, grant applications or consultant agreements were undertaken in Q2.

Meetings:

On-going meetings:

- OBOA Niagara Chapter Meetings
- Pre-Consultation Meetings
- SLT Meetings
- Joint Health & Safety Meetings
- Area Planners Meetings
- Regional Process Improvement Team Meetings
- Agricultural Advisory Committee Meetings

In addition to the various conversations with property owners and consultants regarding potential development applications, Staff have been involved in meetings regarding the following substantive matters:

- Sharing Planning Services Agreement Working Meeting
- Greater Niagara Chamber of Commerce State of Region Address
- All Staff Meeting
- Oakhaven Subdivision Neighbourhood Meeting Regarding Stormwater Management

- Meeting with Invasive Species Centre on European Water Chestnut Rapid Response Program planned for the Welland River 'Paddle with a Purpose' on July 7, and 22, 2023.