

Community Planning and Development Quarterly Report

Wednesday, October 16, 2024

Reporting Period: Community Planning and Development Department Quarterly Report for the period: July – Sept. 2024

Recommendation:

BE IT RESOLVED THAT the Q3/2024 Community Planning and Development Department Report be received for information.

Department Overview and Statistics:

The Planning Department continued to work on the following development applications: 13 Subdivision / Condominium Applications, 4 Zoning By-Law Amendments, 9 applications for Site Plan Approvals, 5 consent applications, 20 minor variance applications and 3 Niagara Escarpment Development Permit applications.

Public meetings were held with regards to:

- Maplewood Estates - Applications for Draft Plan of Subdivision and Zoning By-law to create and permit:
 - 14 Lots (Lots 1-14) for Single Detached Dwellings;
 - 2 Blocks (Blocks 15-16) for eight (8) Street Townhouse Dwellings;
 - 3 Blocks (Blocks 17-19) for six (6) Semi-Detached Dwellings;
 - 1 Block (Block 20) for a future pedestrian walkway;
 - 1 Block (Block 21) for a 0.3m reserve; and,
 - 0.267 hectares for future roadways (Street 'A').

- Forest Park Subdivision Zoning By-law Amendment - The requested Zoning By-law Amendment would amend the existing site-specific Residential 2-129 (R2-129) zone for single detached dwellings within a portion of the plan of subdivision.

Final Site Plan approval was given to:

- 1389 Effingham Street for farm winery.

Conditional Site Plan approval was given to:

- 1439 Pelham Street for commercial building addition.
- 550 Webber Road for house of worship.

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 615 inspections since the last quarterly report.

Building Activity Statistics from July – September 2024:

Month	Building Permits	Inspections	Demos	Commercial Sq. Ft.	New Dwellings	Value of Construction
July	22	195	0	0	5	\$3,531,929.00
Aug	11	193	1	0	3	\$1,824,000.00
Sept	15	227	1	1389	4	\$4,663,500.00
Total:	48	615	2	0	12	\$10,019,429.00

Building Permit Time Frames from July – September 2024:

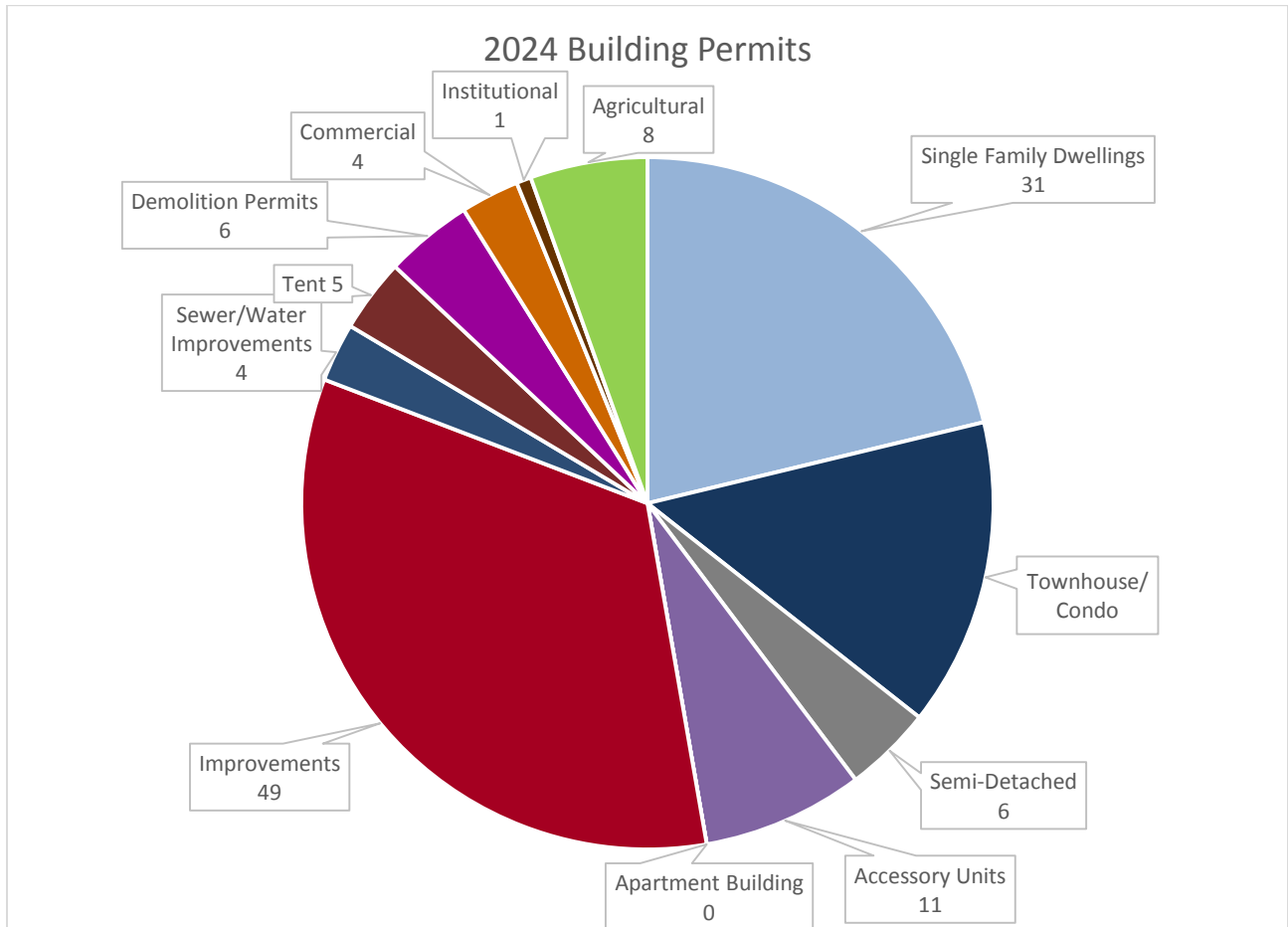
Building Type and Number of required days to issue	Number of Permits Issued	Average Number of Days to Issue Permit
House: 10 days	40	3
Small Building: 15 days	4	9
Large Building: 20 days	4	8
Complex Building: 30 days	0	0
Total:	48	

Major Building Projects Over \$250,000 (excluding single family dwelling units and towns): there are currently five projects over \$250,000 that are not single-family dwellings or townhouses. Residential Addition and Reconstruction \$300,000, Addition to existing home \$600,000, New Poultry

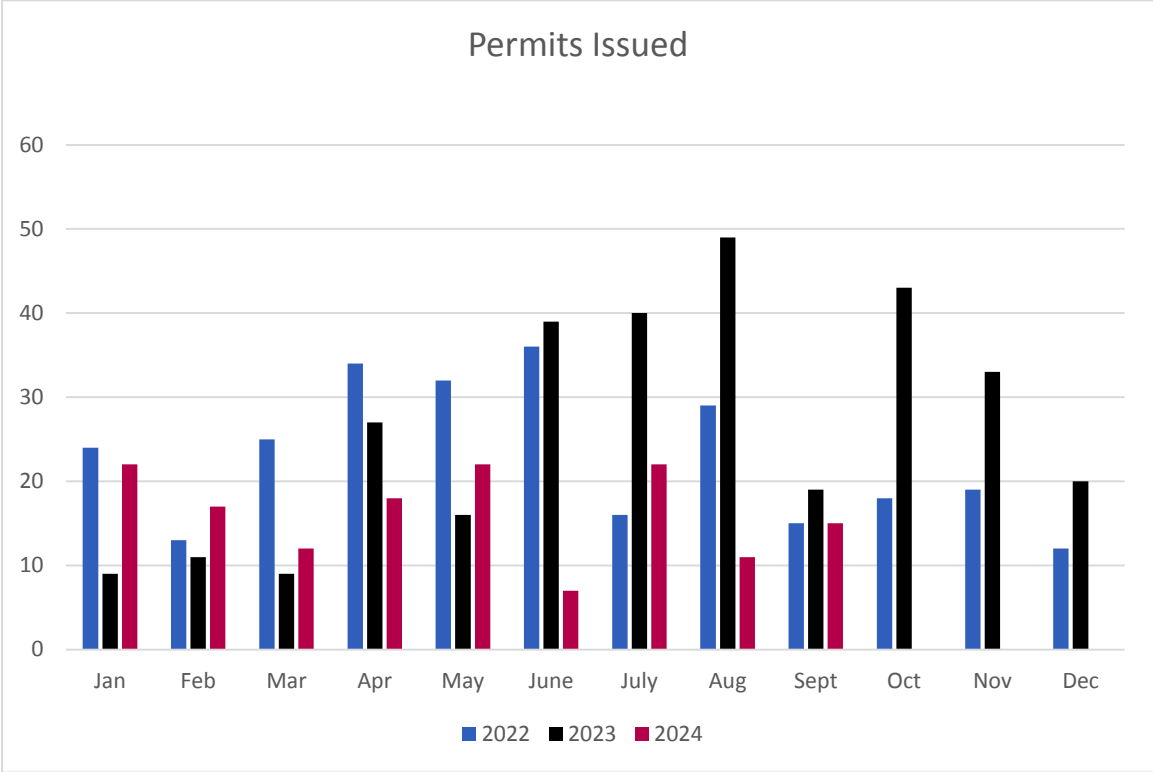
Barn 300'x65' \$800,000, Farm building addition \$400,000, and Re-demise existing tenant space \$250,000

Town Development Charges collected by the Finance Department at time of building permit approval from July – September 2024 total \$225,120.00

Building Permit Breakdown (Year to Date):



Comparative Building Activity Statistics from 2022-2024:



Projects:

Comprehensive Zoning By-law: The housekeeping amendment has been approved and the new Office consolidation including changes made through housekeeping has been updated on the Town’s website.

Town 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 has been initiated. 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 at any time. Public Open Houses have been scheduled for the following dates/times:

Tuesday November 12, 2024 at the Meridian Community Centre (100 Meridian Way, Fonthill) from 2:00pm – 4:00 pm and 5:00 pm to 7:00 pm

Wednesday November 13, 2024 at Fire Station 3 (2355 Cream Street, North Pelham) from 2:00pm – 4:00 pm and 5:00 pm to 7:00 pm

Thursday November 14, 2024 at Fire Station 2 (766 Welland Road, Fenwick)
from 2:00pm – 4:00 pm and 5:00 pm to 7:00 pm

Pelham Greenbelt Natural Asset Plan: The Plan has been completed. A stakeholder engagement session was held on June 24, 2024. The report is posted on the project's Engaging Pelham page: <https://engagingpelham.ca/mnamp>. Council presentation is anticipated in Q3.

Development Planning and Development Engineering Fees Review and Recreational User Fees Review: Staff have been meeting with the project consultant to map processes and determine level of effort involved in development applications.

MuniPass Planning Application Portal: Staff have been working with the consultant to build the portal for digital submission and tracking of development applications. Staff are testing the system and identifying improvements. Launch anticipated in Q4.

Constituent Concerns and Issues Arising:

Staff respond to resident inquiries and concerns on as needed basis.

Employee Updates:

Planner completed OPPI and CIP the Registered Professional Planner (RPP) designation.

Administrative Assistant, Community Planning and Development is in the process of completing Map Unit 3, The Association of Municipal Managers, Clerks and Treasurers of Ontario AMCTO course.

Building In-take and Zoning Technician passed the Ministry Qualification for House Exam.

Grants, Concerns, RFPs, Agreements:

No new request for proposals, grant applications or consultant agreements were undertaken in Q3.

Meetings:

On-going meetings:

- Committee of Adjustment 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 and site visits, Staff have been involved in meetings regarding the following substantive matters:

- 10-year Capital Budget calibration meetings
- 2025 Capital and Operating Budget meetings
- Emergency Management Committee meeting
- MuniPaas Planning Application Portal meetings
- Rural Roundtable
- Development Planning and Development Engineering Fees Review and Recreational User Fees Review project meetings
- Development Charges Update meetings with Developers