



Planning and Building Services
TOWN OF NEWMARKET
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**Information Report
Development and Infrastructure Services
Planning & Building Services Report 2017-4**

To: Mayor and Members of Council
SLT/OLT

Subject: **Planning Services Initiatives: Improved Public Engagement and Improved Development Application Processing**

Origin: Planning and Building Services

In accordance with the Procedure By-law, any Member of Council may make a request to the Town Clerk that this Information Report be placed on an upcoming Committee of the Whole agenda for discussion.

Comments

Improved Public Engagement

Planning Services is changing its public notice requirements for Zoning By-law Amendment, Official Plan Amendment, and Draft Plan of Subdivision applications in order to advance Council's strategic priority of improving community engagement. Planning Services is aligning itself with best practices by providing greater public notice of applications.

While previously the Town would receive applications and provide notice of the receipt of a complete application as required by the Planning Act, a sign would be located on the property only once a public meeting was scheduled. In an effort to provide greater public notice and provide more opportunity for engagement and feedback, all future applications will be required to affix a notice sign once an application is deemed complete. The sign will then be revised when a public meeting is scheduled. This will allow residents to get involved earlier in the planning review process and remain aware of the statutory public meeting. No change is planned for statutorily-required mailed notices.

This builds on improvements to public notice signs that Planning Services implemented in 2016 when the design was changed from a technical and text-based format to a more intuitive, modern design featuring a prominent image and more accessible language. The change is based on a review of the applicable provincial regulations and the best practices of other municipalities.

An example of the first sign to use this new early-notice format can be seen below. Planning Services is committed to improving community engagement and ensuring public access to information and participation in the planning process, and welcomes feedback on continuous improvement of its efforts.



APPLICANT'S PROPOSAL

Zoning By-law Amendment
To amend the zoning for the properties known as 172-178 Old Main Street from Single Detached Residential (R1-B) to Semi-detached Residential Exception Zone (R2-H-**).

Draft Plan Approval
To create 6 new semi-detached lots for 12 new homes.



LET US KNOW WHAT YOU THINK

PLANNING DIVISION

- 905-953-5321 planning@newmarket.ca
- Visit newmarket.ca/applications for more information
- Visit 395 Mulock Drive to consult a copy of the proposed amendment or obtain a copy of the public notice

STATUTORY PUBLIC MEETING

A meeting has not yet been scheduled. Details will be posted here as they become available.

Improved Development Application Processing

Planning Services is improving its processing of development applications in order to advance Council's strategic priority of creating vibrant and livable corridors along Davis Drive and Yonge Street. Planning Services is streamlining its review processes to both reduce development application processing times and enhance the ability of residents to be involved before decisions are made.

While previously the Town would receive applications for amendments to the Official Plan and Zoning By-laws and process these before any applications for Site Plan Approval, Planning Services is now piloting an application that will undertake both processes at the same time, known as concurrent processing.

Official Plan and Zoning By-law amendments address matters of land use (what type of activity), density (how much floor area), built form (height, layout, setbacks), and compatibility (buffering, protection of sensitive lands, etc). Site Plan applications address how a property is laid out to ensure functionality and compatibility including landscaping, traffic and pedestrian movement, grading, and servicing.

While previously the Town would seek to address all matters of Zoning and Official Plan amendment applications before reviewing technical functions through Site Plan, this new concurrent process should reduce processing times by addressing all applications simultaneously. It will also improve public involvement in the planning review process by allowing for all application information to be available to residents at a stage of the process where critical decisions are made. This will improve efficiency, enhance community engagement, and encourage development.

Planning Services is initiating a pilot project for concurrent processing of a development application. The

project to be processed in this way is the Zoning By-law Amendment and Site Plan applications for the construction of a five-storey office building at 514 Davis Drive. This application will also be subject to our new public notice sign requirements.

All required stages of both processes will be completed, including required public notice, statutory public meetings, and the standard Site Plan Review Committee process. All statutory appeal rights will be maintained. Council's decision making powers will not be affected.

Planning Services is working to improve efficiency, enhance public engagement, and support the intensification of Yonge Street and Davis Drive.

Business Plan and Strategic Plan Linkages

These initiatives support the following branches of the Town's Strategic Plan:

Well-equipped & managed: Service excellence and efficient management of municipal services

Well-respected: Promoting engagement in civic affairs

Consultation

Planning Services is engaging with internal and external partners to implement these improvements to public notice signs and the concurrent processing pilot project.

Human Resource Considerations

Staffing levels remain the same.

Budget Impact

No impact is anticipated on the operating or capital budget.

Contact

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