



Planning and Building Services  
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**Development and Infrastructure Services  
Planning and Building Services - Information Report 2017-30**

To: Committee of the Whole  
Subject: Site Plan Process Review  
Date: October 2, 2017  
Origin: Planning Services

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**Comments**

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 .

**Executive summary**

Planning Services has undertaken significant revisions to the Site Plan Process Manual in order to improve efficiency and support efforts to facilitate development alongside the “Marketing the Corridors” initiative. Planning Services is launching a consultation initiative on this new Process Manual to residents and stakeholders and will report back to Committee of the Whole with a final version of the manual following this consultation period.

**Background**

On March 25, 2008 Site Plan Review Committee directed staff to implement the current version of the Site Plan Process Manual. This document guides the development of properties through site plan approval, and assists the Town to implement the objectives of the Official Plan, ensure conformity with the Zoning By-law, improve compatibility of property design, and maintain a high standard of development.

Site plan approval is a technical design refinement tool authorized by Section 41 of the Planning Act. Site plan approval is used to regulate certain external building, site, and boulevard design matters. It allows the Town to ensure appropriate review of environmental site conditions, stormwater management, tree protection, landscaping, building location and orientation, urban design, and other features.

The 2008 site plan process manual has been used over the past nine years to process all new industrial, commercial, institutional, and many multi-unit residential developments. During this time staff have identified improvements that can be made to the process. These improvements support the Town’s efforts to improve efficiency and facilitate investment and development.

Staff have worked over the past year to create a new Site Plan Process Manual that will update the current site plan process to increase efficiency, improve design standards, address lessons learned, and enhance guidance for applicants. This report lays out in brief the changes that are proposed to be implemented following Council’s endorsement of the new manual through a future report.

### **Increasing efficiency**

One objective of the proposed 2017 Site Plan Process Manual is to increase the efficiency of the site plan approval process. The new manual seeks to accomplish this by appropriately scaling the level of review to each application by creating three categories of applications: Exempt, Quick, and Routine.

These categories will divide projects by their level of size and complexity and apply a corresponding level of review. Each category sets out generally expected studies, plans, and reports to be provided. In this manner there may be a more streamlined process for smaller applications, reducing file processing times and freeing up resources for the detailed review of larger applications.

### **Improving design standards**

Much of the processing time for site plan applications is taken up with the review and revision of plans; each application undergoes revisions based on feedback from Town staff to address deficiencies. The proposed 2018 Site Plan Process Manual seeks to improve the quality of designs by making clear these design standards early in the process; by codifying these design standards in greater detail staff can improve quality and consistency of design.

### **Addressing lessons learned**

The new site plan process manual addresses lessons learned by advising applicants how to avoid obstacles and by improving the process to facilitate approvals.

Staff have identified elements of the site plan approval process that have posed challenges to past applicants and improved the process manual to assist applicants in providing submission that will require fewer revisions. The new process manual explains requirements earlier in the process and in greater detail in order that applicants can ensure they meet the requirements and avoid delays prior to the execution of the agreement.

### **Consultation**

In support of Council's objective of community engagement and to ensure this manual benefits from quality input, staff are beginning public consultation in advance of this report. This consultation will include:

1. Project web page
  - a. The Site Plan Process web page at [www.newmarket.ca/siteplans](http://www.newmarket.ca/siteplans) will present out the new manual, explain its objectives, and solicit feedback.
2. Contacted stakeholders
  - a. Staff will contact internal stakeholders, review partners, members of the development community, and common development partners to invite their input.
3. Public outreach
  - a. The project will be included in the Town Page in the Era

### **Budget impact**

#### **Operating Budget (Current and Future)**

Planning Services has completed this study within existing approved budgets. There is no direct operating budget impact as a result of this report.

#### **Capital Budget**

There is no direct capital budget impact as a result of this report.

## Plan linkages

### Strategic Plan

This initiative supports the strategic plan goal of being *Well-planned & connected* by supporting sound planning for development in Newmarket and being responsive to lessons learned through the experience of the implementation of site plan approval.

### Strategic Priorities

This initiative supports the strategic priority of *Economic Development/Jobs* by reviewing the site plan manual to address identified issues that have posed challenges to new development, among other matters.

This initiative supports the strategic priority of *Ensuring effective & efficient services* by improving and clarifying the site plan process to reduce administrative burden and streamline reviews and approvals.

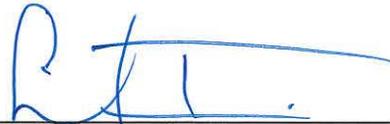
### Contact

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