

Community Planning Permit System

Town of Huntsville

Stakeholder Workshop
Jan 20, 2021



MEET THE TEAM



Town of Huntsville

- Kirstin Maxwell
- Richard Clark



SGL Planning & Design

- Paul Lowes
- David Riley



Dillon Consulting

- Justine Giancola
- Daniel Hoang
- Anni Buelles

ZOOM POLL #1

Let's get to know you.

I am a... (select all that apply)

Resident

Business Owner

Developer

Planning and/or Engineering Firm

Lake/Resident Association

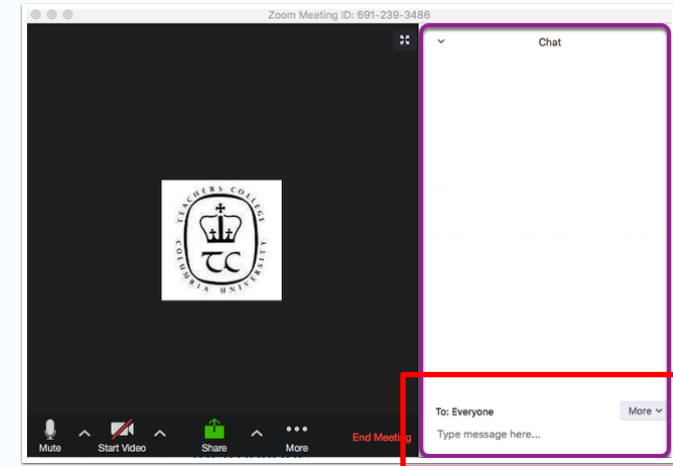
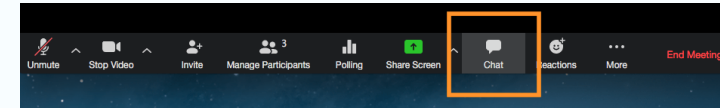
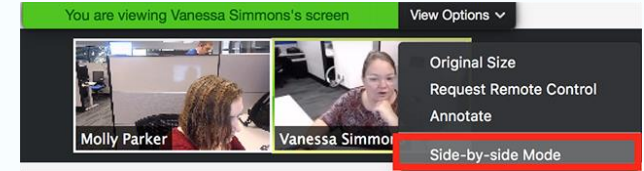
Municipal Staff

Other

Please identify your relationship to Huntsville and this project.

WELCOME

1. **Visual** – Click **Side-by-side mode** at the top under “view options”. This will show the presenter’s screen on the left and the speaker on the right. You can then click Speaker View or Gallery View (depending on your preference).
2. **Audio** - All participants will be muted when the presenter is speaking. Please feel free to leave your cameras on, if possible.
3. **Participation** –Zoom Polling and MURAL will be used to capture your thoughts and feedback. Share your ideas with us!
4. **Questions** – Please submit any questions or comments via the chat box.
5. **Recording** - The session will be recorded for comment tracking purposes, and some sections may be posted online for the public.



MURAL

We will be using MURAL for the last discussion.

The link will be provided in the chat.

Two questions to consider:

- 1) As we move forward, what do you think is the most crucial thing that we should consider?**
- 2) Do you have any other suggestions or comments?**

PURPOSE

- Introduce the project to stakeholder group
- Share findings and background work completed to date
- Gather feedback and explore issues and opportunities
- Confirm the direction of the CPP By-law



AGENDA

01

**Opening Remarks +
Introductions**

02

Project Overview

03

Background Directions

04

Wrap Up + Next Steps

02

PROJECT OVERVIEW

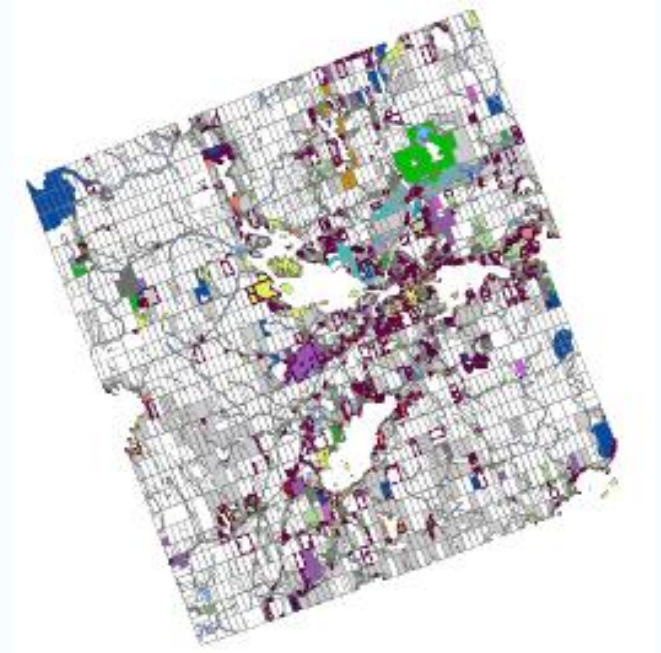
PROJECT OVERVIEW



COMMUNITY PLANNING PERMIT SYSTEM

A Community Planning Permit System (CPPS) is:

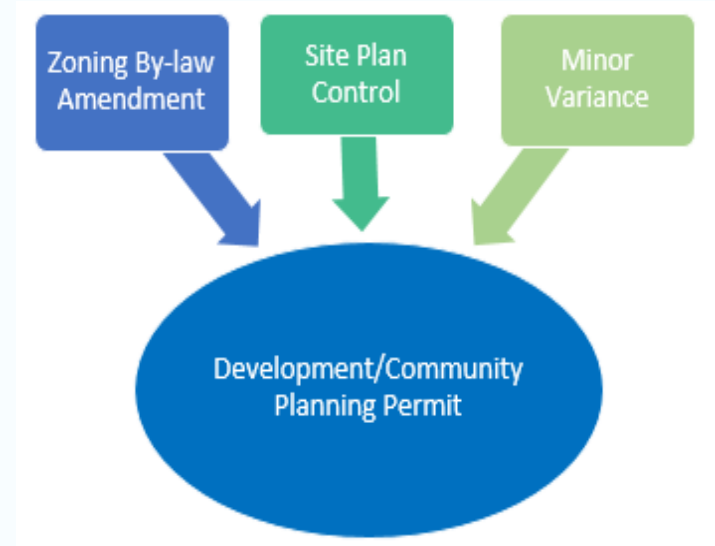
- A land use planning tool available to municipalities in Ontario, through the Planning Act
- Replaces the municipalities Zoning By-law
- Was formerly referred to as Development Permit System



COMMUNITY PLANNING PERMIT SYSTEM

A Community Planning Permit System (CPPS):

- Has the ability to streamline development approvals by combining zoning, site plan and minor variance process



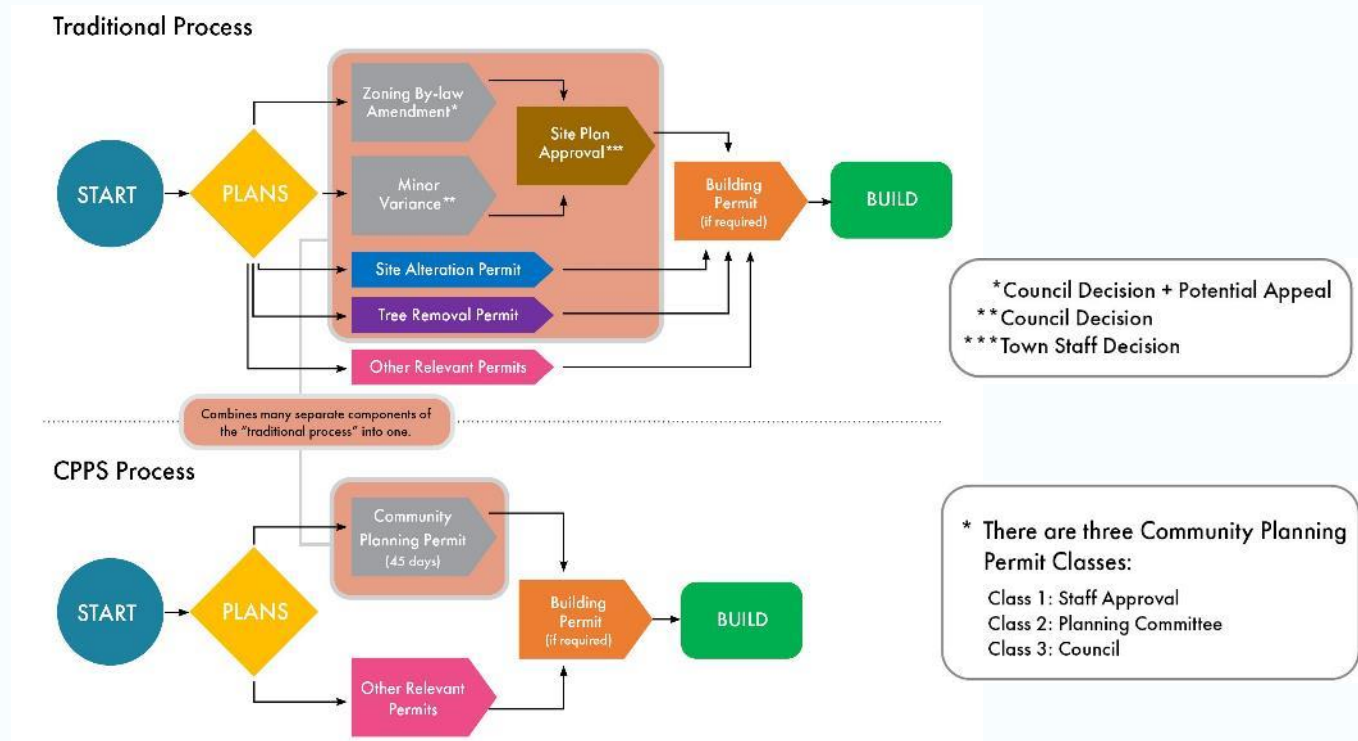
DIFFERENCE BETWEEN CPP AND ZONING

CPP By-law

Zoning By-law

Approvals	Could include classes of approvals, e.g. Class 1 delegated to staff, Class 2 to Committee and Class 3 to Council.	Zoning By-law Amendments (ZBA) currently are approved by Council, Minor Variances are approved by Committee of Adjustment, Site Plan Approval (SPA) currently delegated to staff.
Urban Design	Ability to define precinct areas and specific urban design requirements in the bylaw itself to improve transparency and achievement of established objectives.	Typically included in urban design guidelines and implemented through the SPA phase.
Public Consultation	Does not require mandatory public meetings as part of a development application.	Requires mandatory public meetings as part of a Minor Variance and ZBA. SPA does not include public consultation.
Appeal Rights	Only the applicant has the right to appeal a decision on a CPP application to LPAT. The applicant can also appeal if no decision has been made within 45 days of complete application.	Current appeal process allows third party public appeals 20 days after date of decision on Minor Variance, 20 days after giving notice of decision on ZBA, and 30 days after complete application accepted for no decision on a SPA.
Approval Timeline	Approximately 45 days.	Approximately 3 months for a ZBA, 2 months for a Minor Variance and 3 months for a major site plan application.

DIFFERENCES IN APPLICATION PROCESS



KEY BENEFITS

- ✓ Combines zoning, site plan and minor variance into one application and approval process with shorter approval timelines (45 days versus 90 days for traditional zoning)
- ✓ Provides flexibility by allowing the municipality to define how land can be used if certain conditions are met
- ✓ Allows the municipality to protect environmental features (such as shoreline areas)
- ✓ Allows the municipality to impose certain conditions of development that benefit the community (such as public art, urban design, affordable housing units)
- ✓ Adds predictability to the process for the community, landowners and developers, and a more stable planning vision for the municipality with no third party appeals

WHY NOW?

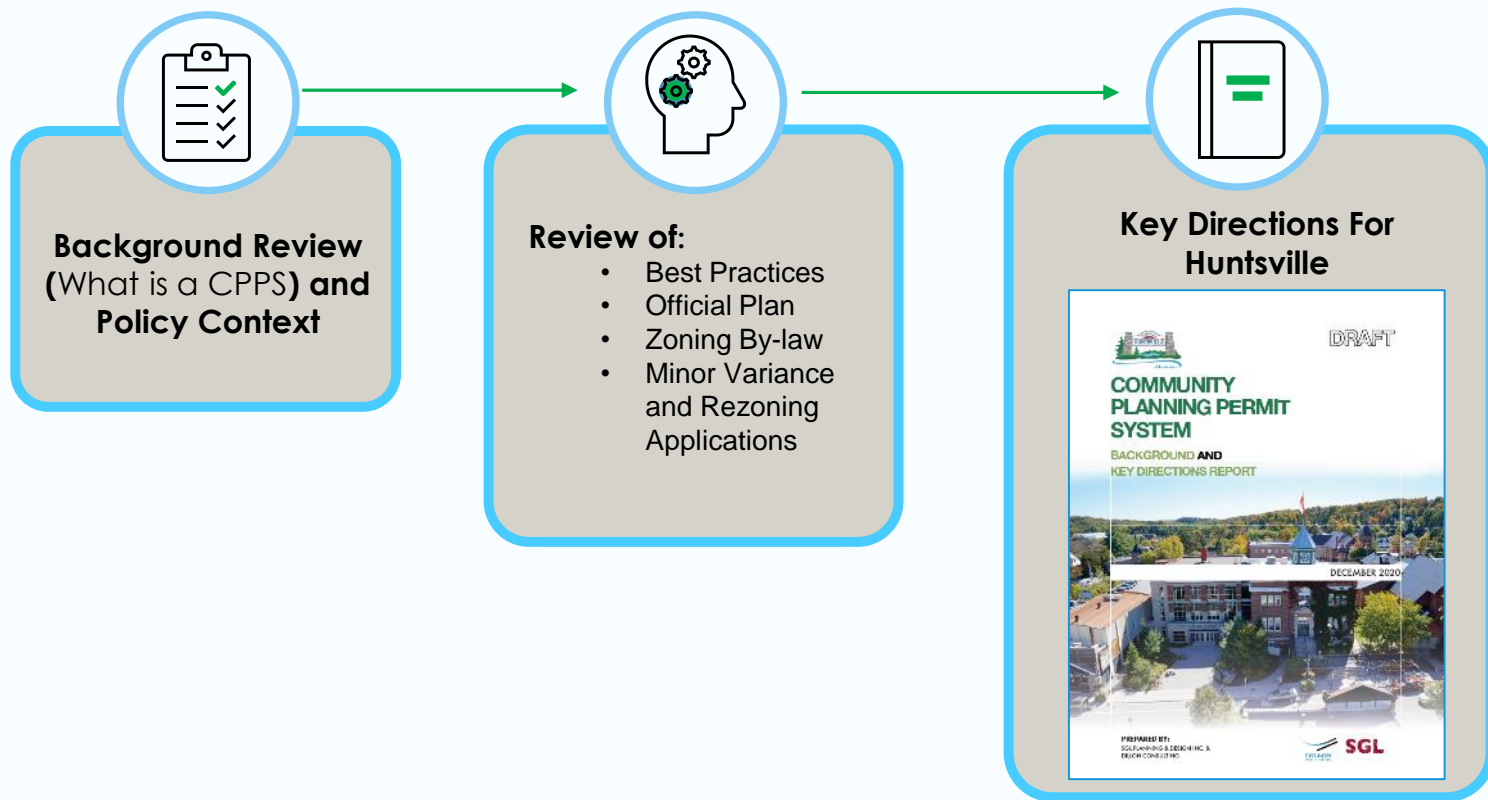


ANY QUESTIONS?

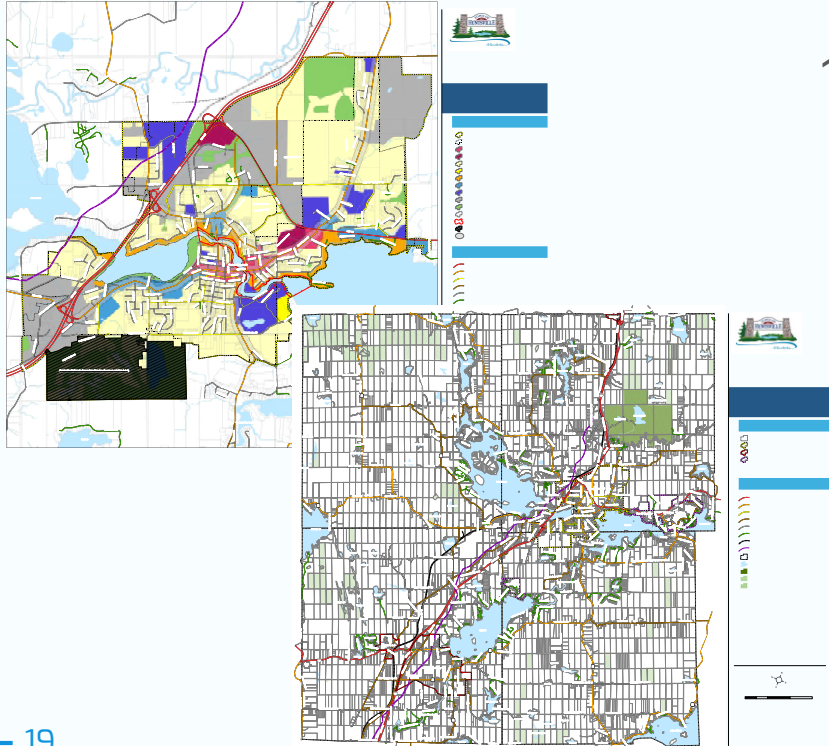
03

BACKGROUND DIRECTIONS

DRAFT BACKGROUND & DIRECTIONS REPORT

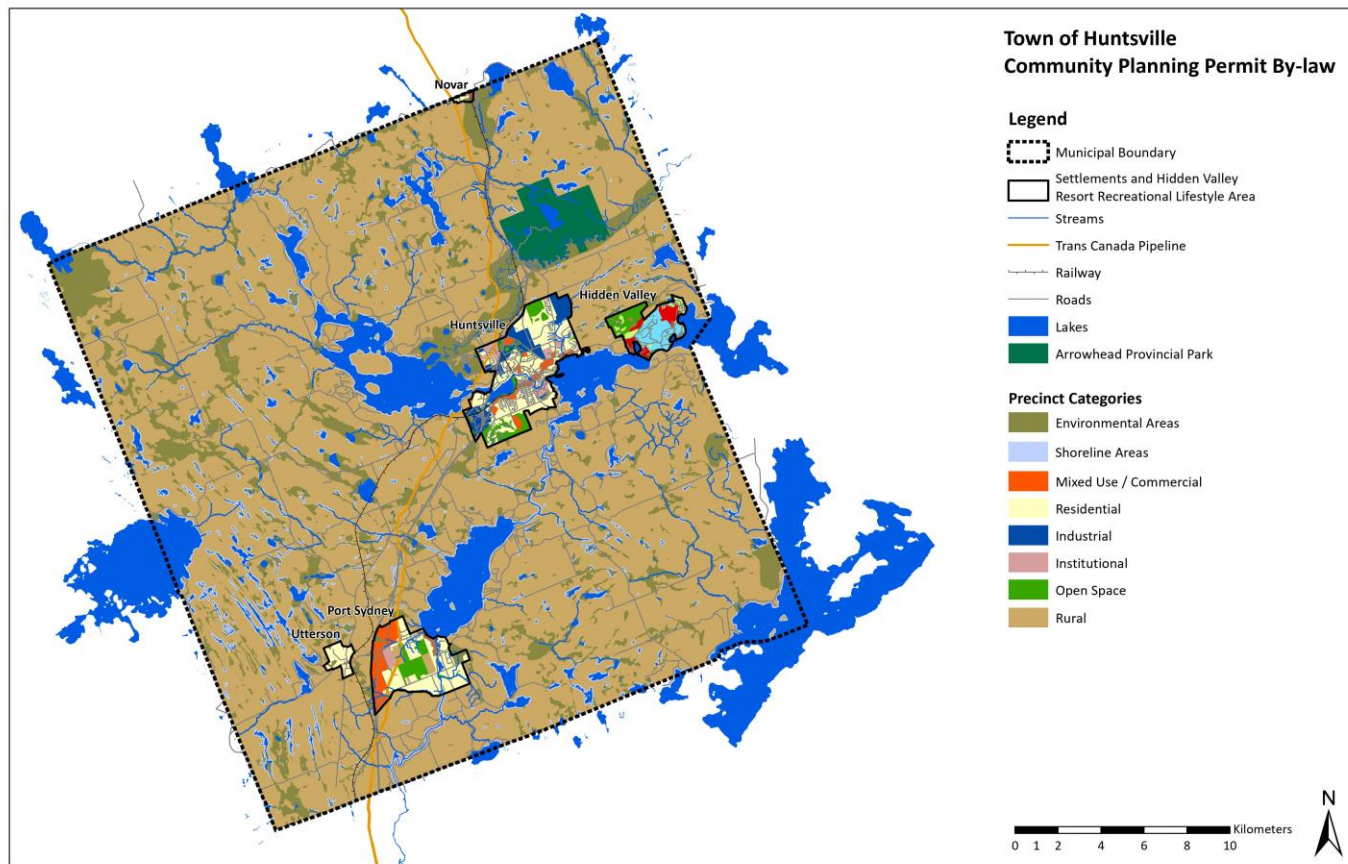


TOWN OF HUNTSVILLE OFFICIAL PLAN

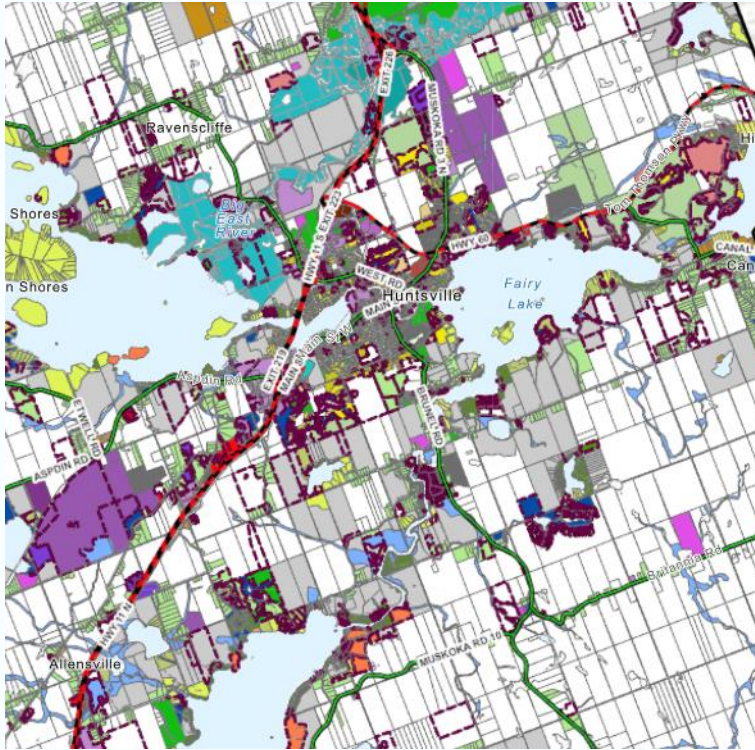


1. Review of Town's OP to identify directions for CPP By-law
 - a. CPP By-law Precinct boundaries will align with land use designations of OP
 - b. Focus on the Environment:
 - i. Protect natural heritage and shoreline areas
 - ii. Ensure appropriate grading and site alteration
 - c. Focus on Town-wide Standards:
 - i. Off-street Parking (location and look)
 - ii. Servicing
 - iii. Active Transportation
 - iv. Etc...

PRECINCTS



TOWN OF HUNTSVILLE ZONING BY-LAW 2008 66-P



1. Review of Town's Zoning By-law to identify directions for CPP By-law
2. CPP By-law will simplify the zones/Precincts
 - a. Currently 44 separate zone categories
3. Comparison of zone boundaries to OP land use designations
 - a. Need to conform to OP
4. Definitions
 - a. Need to update based on newer Town, District and Provincial policies
5. General Standards
 - a. Need to update existing zoning standards to reflect intent of OP (i.e. landscape requirements, parking, etc...)

HISTORIC MINOR VARIANCE AND REZONING APPLICATIONS



1. Predominant Minor Variances:
 - a. Setbacks
 - b. Lot Coverage
 - c. Garage Placement and Size
2. Predominant Rezoning Applications:
 - a. Residential applications to permit alternate dwelling type
 - b. Rural applications related to new lots and lot sizes
 - c. Shoreline area applications related to setbacks from natural features

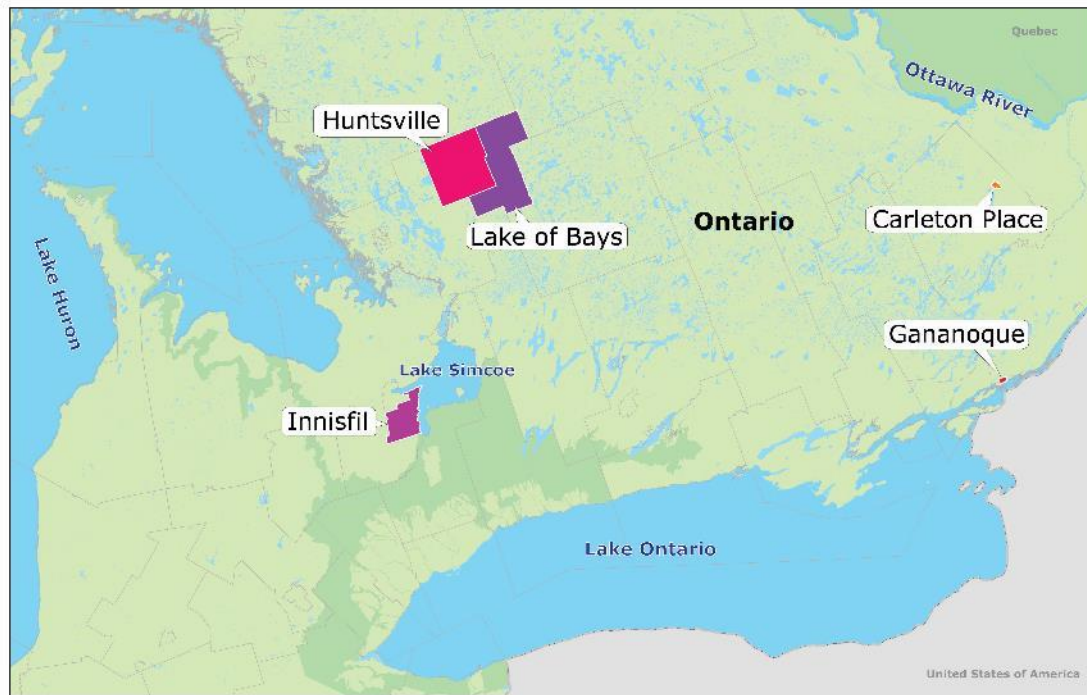
ANY QUESTIONS?

ZOOM POLL #2

The CPPS enables the municipality to provide greater direction regarding aspects of development that are typically outside of zoning, such as site alteration, grading, tree removal, natural feature protection, shoreline controls, flood plain and natural hazard limitations, parking requirements, and design guidelines.

What are the top 3 topics you believe are the most important to Huntsville?

PEER MUNICIPAL REVIEW



1. Lake of Bays
2. Gananoque
3. Innisfil
4. Carleton Place

Also looked at examples
from Western Canada
(Alberta and B.C.)

FEEDBACK FROM INTERVIEWS

- CPPS is adding value:
 - Can streamline development approvals
 - Can reduce application requirements
 - Can reduce resourcing needs
 - Can add clarity to permissions
 - Can address other community needs such as tree preservation, site alteration and urban design
- Benefit in undertaking it for entire municipality
- Requires education to support change

LESSONS LEARNED

- Set out goals and objectives
 - Based on community input
- Importance of local context
 - Focusing on the matters relevant to Huntsville
- Format of documents
 - Easy-to-read and understandable
 - Use of graphics and tables
- Different approaches to variances
 - Approval based on % of variation and assessed based on applicable criteria
 - Delegating decisions to staff

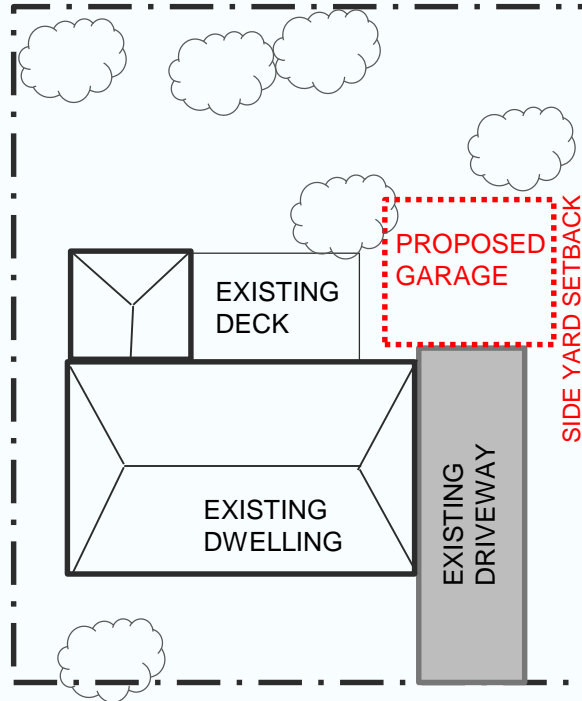
	STANDARD	CLASS ONE - STAFF VARIATION	CLASS TWO - COUNCIL VARIATION
Minimum Standard Loading Space Dimensions	3 metres in width, by 10.5 metres in length	Up to 20%	Over 20%
Minimum Number of Loading Spaces in a Commercial or Industrial Planning Permit Area	One space per every 1500 square metres of the Gross Floor Area of a use in a Commercial Planning Permit Area or Industrial Planning Permit Area	Up to 20%	Over 20%

Source: Township of Lake of Bays

VARIANCE EXAMPLE



Merle would like to build a garage. Based on the location of the existing building and deck, the proposed garage would require a variance from the side yard setback.



A variance is required when a standard in the by-law cannot be achieved.

VARIANCE EXAMPLE

In the current system:

- Minor Variance application to Committee of Adjustments for approval
- Would have to prove that the application meets the test of a Minor Variance:
 1. Minor in nature
 2. Appropriate and desirable for the area
 3. Meets the general intent and purpose of the zoning by-law
 4. Meets the general intent and purpose of the Official Plan

A CPPS combines the minor variance process and allows the municipality to define variances that may be permitted, whether through staff approval or Council approval.

ANY QUESTIONS?

ZOOM POLL #3

The peer municipal review identified a number of criteria that are being used by staff or council to evaluate a variance under the CPP By-law.

Which of these criteria are most important for Huntsville?

PUBLIC ENGAGEMENT

- The CPPS relies on upfront engagement as part of the development of the Community Planning Permit By-law
- The Town's OP involved an extensive public engagement process and the CPPS is intending to build on this and involve several rounds of public and stakeholder engagement
- A key element of the CPPS is that at the permit stage, only the applicant has the right to appeal a decision

PUBLIC NOTIFICATION REQUIREMENTS

- Planning Act has no statutory public notification requirements for an application under a CPP By-law
- Peer municipal review:
 - Most municipalities do not require any public notification for applications that meet the requirements of the by-law or are within a variance that requires staff approval.
 - Where a variance requires Council approval, it typically requires a notice be posted on site and circulated to properties within 120m of the subject lands.

ZOOM POLL #4

Public engagement for this project will include:

A project website/online engagement hub (myhuntsville.ca), online survey, virtual mapping tool, project hotline, project email, mailing list, online notifications, and a virtual public meeting.

Given the importance of upfront engagement for the CPPS, and COVID restrictions, what do you think are best ways to effectively engage with the public and stakeholders on the draft CPPS?

MURAL

Please visit the MURAL link. Give yourself 5 minutes to think about the following questions and provide your responses on the MURAL board.

The next step of this project will be to develop the draft CPP By-law.

As we move forward, what do you think is the most crucial thing that we should consider?

Do you have any other suggestions or comments?

04

NEXT STEPS

NEXT STEPS



THANKS!

Richard Clark, 705-789-1751 x2232
Richard.clark@huntsville.ca

[Myhuntsville.ca/cppbylaw](https://myhuntsville.ca/cppbylaw)

Extra slides

Source: Town of Innisfil