

Council-In-Committee Meeting – April 18, 2017

Subject: Five Year Official Plan Review – Draft Policy Report
 Report Number: D.C.S. 17- 35
 Department: Development and Cultural Services
 Division: Community Planning

Closed Session:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Budget Amendment:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Strategic Plan Linkage:	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

Recommendations:

THAT the Grow Norfolk Five Year Official Plan Review –Draft Policy report DCS17-35 be received as information;

AND THAT public input has been received and considered as part of this decision.

AND FURTHER THAT staff continue with the Five-Year Norfolk County Official Plan Review project by consulting with Council in a special Council meeting on May 18, consulting the public and various interest groups until May 25 and then bringing a report to Council on June 6 with the community’s comments and responses.

Introduction/Background:

The purpose of this report is to provide Council with a Draft Amendments to the Official Plan document has been prepared in a track changes digital document and to request approval to proceed with Council and community engagement on the proposed changes (amendments) to the Norfolk County Official Plan.

The Five Year Official Plan Review entitled “Grow Norfolk” has four phases as set out in the Terms of Reference. At the February 7, 2017 Council-in-Committee and February 14 Council meetings the Final Issues and Options Report was reviewed and Council provided direction through several resolutions. This completed phase three.

The fourth phase is well underway as draft amendments to the Official Plan have been prepared by the consulting firm and planning staff have reviewed them. A track changes version of the Draft Amendments to the Official Plan has been prepared for review and comment by Council and the community.

Phase 4’s detailed plans are as follows;

Phase 4: Policy Recommendations

(February 2017 to December 2017)

- Draft Norfolk County Official Plan Policy / Staff Review (February, March to April 7)
- Council-In-Committee report (April 18)
- Council-In-Committee report (May 2) regarding outstanding recommendations (agricultural lot size and retail market studies)
- Community Engagement (April 19 to May 25, 2017 with comments to Council-In-Committee June 6, approval for circulation to MMA June 20)

Meetings are currently scheduled with the Heritage Committee and the Tourism and Economic Development Advisory Board on April 24, Agricultural Advisory Board on April 25, Norfolk Environmental Advisory Committee on May 8, Chambers of Commerce/BIA's on May 16 and Council Special meeting on May 18

- Ministry of Municipal Affairs comment period/response (90 days, July, August, September with County responses in October)
- Open House (tentatively October or early November)
- Statutory Public Meeting (November)
- Adoption of OP Amendment (December or earlier)

Discussion/Analysis:

The Planning Act requires Official Plan policies be consistent with the 2014 Provincial Policy Statement. This legal requirement will continue to be addressed as the Five Year Official Plan Review continues through the review and discussion of draft proposed policy.

The recommendations contained in the Final Issues and Options Report as revised by Council direction have been carried into the Draft Policy Document. An Actions Table was created by staff and posted on the County web site at www.norfolkcounty.ca/opr. A memo was provided to Council so all can track the Final Issues and Options Report recommendations and Council resolutions against the Draft Amendments to the Official Plan – track changes version. For example, the age of a farm dwelling made surplus through farm amalgamation is proposed to be ten years from the date of construction. Other examples include the inclusion of a Major Infrastructure designation and change of the Industrial/Business Park designation to Protected Industrial and Industrial. Central Business Districts are now Downtowns. There is policy around potential cultural and

community uses in Downtowns. The height of buildings in the Lakeshore Special Policy Area – Appendix D – Community Design Guidelines has been changed to 9 metres.

The schedules have been updated, but the new Active Transportation Schedule is proving to be challenging. Staff is diligently working to obtain the correct data and develop the new schedule. As soon as it is available it will be posted with the other files and distributed.

Staff has adjusted the Hamlet designation boundary lines to match Hamlet Residential (RH) Zone boundary lines where possible. It is understood that alignment with property lines simplifies interpretation. There are still situations where the Official Plan line is on a property boundary and for some reason the Zoning line is not on the property boundary. The appropriate time to adjust Zone lines is during a Zoning By-law review.

The Provincially Significant Wetland boundaries have been updated utilizing the most recent update from the Ministry of Natural Resources and Forestry.

Matters Council should be aware of;

- A. The Planning Act allows for a Community Permit System which is an additional implementation tool that may be used by the County to ensure the goals, objectives and policies of this Plan are realized. The Community Permit System is intended to be a flexible planning tool that combines zoning, site plan approval, and minor variance processes into a single process.

The use of a Community Planning Permit System was identified as a potential tool in Downtown Revitalization (Issue # 48). Although no discussion occurred with Council on this topic, the consultant's recommendation was to provide policy in the Official Plan to enable the establishment of a Community Permit System.

An extensive study is required in order to set up areas where it would apply, the scope of the system, its goals, objectives and policies, criteria and conditions, exempt development, specify height and density provisions, outline complete application requirements and pass a By-law to establish the system and its regulations for each Community Permit Area. This work would require a consultant.

Staff are of the opinion a permit system would not be of sufficient benefit to warrant the necessary work to establish this system. Fewer applications are needed in the Community Permit System but Norfolk County has had one application form since January. In response to feedback from the development community, there is now an application form for Committee of Adjustment applications and one for all other applications. It has always been staff practice to accept, for example, an official plan and zoning amendment at the same time as an application for subdivision draft plan approval. Site plans often overlap with

other planning applications and approvals. For these reasons staff recommends a permit system policy not be included in the Official Plan.

- B. The first temporary use By-law for garden suites has been adjusted at the recommendation of Community Planning staff to 11 years from 10 years (Council resolution) so that additional three year extensions might total to 20. A temporary use cannot go beyond a 20 year time period according to the Planning Act.

As planning staff further reviewed the policies regarding garden suites and where they are permitted, additional clarity was needed. Policy has been revised to clarify that Garden Suites are permitted in the Agricultural and Hamlet Area designations on private services. Accessory Residential Dwellings are permitted in Urban Areas with municipal servicing.

Interdepartmental Implications:

The Technical Staff Team will meet in May to provide opportunity for Departmental input on the proposed changes to Official Plan policy.

Financial Services Comments:

No comment at this time.

Staffing/Legal Implications:

No staffing implications beyond that outlined in the Terms of Reference are anticipated.

An Official Plan is a legal document required by Section 17 (13) of the Planning Act which is to be reviewed, according to Section 26, in order to keep it up to date with County initiatives, conforms with Provincial Plans, has regard to matters of Provincial Policy Interest in Section 2 of the Act and is consistent with the Provincial Policy Statement issued under Section 3(1).

Corporate Strategic Plan Linkage:

- Goal 1: Financial Sustainability and Fiscal Responsibility
- Goal 2: Improved Essential Infrastructure
- Goal 3: Recruitment and Succession Management
- Goal 4: Corporate Communications Strategy

The Five Year Official Plan Review process will help to ensure that the Official Plan remains consistent with goals of the County Strategic Plan.

Communication Plan:

- Not Required
- Media Release

Public Consultation / Information

Public Participation Plan

Details: A digital version of the Draft Amendments to the Official Plan - track changes version has been placed on the County web site at www.norfolkcounty.ca/opr. A post will also be placed on the Community Planning Facebook page to inform the general public. Persons and organizations who have previously been involved in the Grow Norfolk Five Year Official Plan Review project will be sent an email outlining the current Draft Amendments work and invited to review and comment.

Meetings are currently scheduled with the Heritage Committee and the Tourism and Economic Development Advisory Board on April 24, Agricultural Advisory Board on April 25, Norfolk Environmental Advisory Committee on May 8, Chambers of Commerce/BIA's on May 16 and Council Special meeting on May 18. A meeting is being set up with the Inter Departmental Team.

Copies of the track changes draft Official Plan will be printed after Council approval of the request to consult with the public. They will be distributed to Council and made available through the Clerk, in the public libraries and at the Community Planning offices in Simcoe and Langton for review. Requests for print copies should be made to Community Planning staff in order to make arrangements for printing and the costs thereof.

Comments are welcome and can be submitted to the Development and Cultural Services Department, Norfolk County to the attention of Mary Elder, or via email to officialplanreview@norfolkcounty.ca or by telephone by calling 519.426-5870 and extension 1341.

Conclusion:

The Draft Amendments to the Official Plan document provides the first opportunity for Council and the public to review proposed changes to the Norfolk County Official Plan. The proposed policy and schedule changes are based on extensive background reports and community consultation which gave rise to an extensive Issues and Options report along with direction provided through Council resolutions. The consultant and Community Planning staff have worked collaboratively to follow Council direction, keep matters of local interest and be consistent with the Provincial Policy Statement. The consultant and staff look forward to hearing from Council and the community on the Draft Amendments to the Official Plan.

Attachments:

Attachment 1 – Draft Amendments to the Official Plan – Track Changes Version dated April 10, 2017 (under separate cover - as a digital file at www.norfolkcounty.ca/opr).

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