

TO:	CHAIR AND MEMBERS PLANNING & ENVIRONMENT COMMITTEE
FROM:	JOHN M. FLEMING MANAGING DIRECTOR, PLANNING AND CITY PLANNER
SUBJECT:	IMPROVED PLANNING REPORT TEMPLATES FOR PLANNING AND ENVIRONMENT COMMITTEE MEETING ON JULY 17, 2017

RECOMMENDATION

That, on the recommendation of the Managing Director, Planning and City Planner, the following actions be taken:

- (a) the following information report regarding "Improved Planning Report Templates for Planning and Environment Committee" **BE RECEIVED** for information; and
- (b) the proposed improved Planning report templates **BE ENDORSED** by Municipal Council on July 25, 2017.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

March 23, 2015 - Improvements to Public Engagement in the Planning Process – Report to Planning and Environment Committee to propose a series of initiatives and request stakeholder consultation.

August 22, 2016 – Information Report – Changes to the *Planning Act* through the *Smart Growth for Our Communities Act (Bill 73)* – Report to Planning and Environment Committee to provide a summary of the changes to the *Planning Act* including matters related to public consultation.

December 12, 2016 – Improvements to Public Engagement in the Planning Process – Report to Planning and Environment Committee to provide a status update for the project.

June 19, 2017 – Improvements to Public Engagement in the Planning Process – Report to Planning and Environment committee to receive and endorse the proposed improvements to public engagement including: mailed notices written in plain language, improved on-site signs, an improved web presence, and notices to tenants

PURPOSE AND EFFECT OF RECOMMENDED ACTION

The purpose and effect of the recommended actions will endorse a new Planning report template that will be "issues based", intuitive to the reader, more succinct, and provide a better balance between technical terms and plain language.

RATIONALE

1. The proposed improvements will make the Planning reports more accessible to the general public thereby inviting *meaningful* participation.
2. The proposed improvements will implement one of the key objectives of *The London Plan*, that being the creation of an Official Plan that is written in plain-language and easy to understand.
3. The proposed improvements will complement recent improvements to Public Engagement in the Planning Process including improvements to mailed notices written in plain language, improved on-site signs, an improved web presence, and notices to tenants.
4. The proposed improvements will implement the Strategic Plan for the City of London related to "Leading in Public Service" which directs that reports be written in plain language.

BACKGROUND

ReThink London and The London Plan

The initiative to improve public engagement began with the *ReThink London* process and carried through in the drafting of *The London Plan*. One of the objectives of *The London Plan* is to create an Official Plan that is written in plain-language, easy to understand, interesting, and inclusive of informative illustrations.

The London Plan is established on a foundation of five values, a clear vision, and eight directions to guide all of the planning and city-building initiatives. The five values were included to guide how the planning process is to be implemented in London. One of those values requires the municipality to “*be inclusive*” and pledges to “*...employ genuine and effective techniques to include all Londoners in our planning processes...[by considering] all Londoners in the plans and decisions we make.*” Similarly, one of the directions requires the municipality to “*make wise planning decisions*” by “*genuinely [engaging] stakeholders and the general public in all planning processes and meaningfully use that input to shape planning decisions*”.

While *The London Plan* enables citizens to understand the long-term vision for the City of London in easy-to-read language and illustrations, much of this vision will be achieved through the cumulative outcomes of individual planning applications administered through the public Planning process.

If the City’s long-term land use vision is to be implemented through the collective outcomes of individual Planning applications, a system of easy-to-understand public notices and Staff reports also must accompany each Planning application to complement the plain-language style of *The London Plan* in an effort to clearly present the development proposal, requested amendment(s), and recommendation to Council. This will allow all concerned citizens to share in the exchange of information and facilitate meaningful and authentic engagement.

Improvements to Public Engagement in the Planning Process (2015-Present)

On March 23, 2015, Planning Services presented a report to the Planning and Environment Committee intended to initiate improvements to public engagement in the Planning process. The report recommended eight separate initiatives that implement a broad range of improvements to public engagement in the Planning process, including the creation of a plain language report format for Planning and Environment Committee.

In the Fall of 2015, the initiative to improve to the Planning and Environment Committee report templates was separated from the list of eight engagement improvement initiatives in order to be undertaken as a stand-alone project for the purposes of Lean Six Sigma training while the remaining initiatives could continue to progress as a joint Planning Services/Development Services project.

Throughout 2016, Staff from Planning Services and Development Services began to group the initiatives into related bundles. This was done to ensure that the initiatives may be implemented as a functional package together in phases once they are technically able to be performed. Phase I comprised the improvements to the Planning and Environment Committee report templates and this phase was intended to be implemented in tandem with Phase II which included the bundle of initiatives comprised of: improvements to the land use change signage; improvements to the City’s Planning and Development website; improvements to public notices; and tenant notification.

Phase II was presented to the Planning and Environment Committee on June 19, 2017 and on June 26, 2017 Council resolved:

That, on the recommendation of the Managing Director, Planning and City Planner, the following actions be taken with respect to improvements to public engagement in the planning process:

- a) *the staff report dated June 19, 2017, entitled “Improvements to Public Engagement in the Planning Process”, including mailed notices written in plain language, improved on-site signs, an improved web presence, and notice to tenants, BE RECEIVED for information;*
- b) *the proposed improvements to public engagement in the planning process BE ENDORSED by Municipal Council at its meeting to be held on June 26, 2017;*

- c) the Civic Administration BE DIRECTED to initiate an Official Plan Amendment to address the Smart Growth for Our Communities Act (Bill 73) and other matters as they relate to the planning process for public consultation; and,
- d) the Civic Administration BE DIRECTED to include notification of tenants by mail in Phase II of the improvements to public engagement in the planning process

This report, and the recommended actions to implement Phase I, closely follow approval of Phase II of this project and are intended to complement the initiatives endorsed therein.

Survey of Members of Council (April 2017)

On April 10, 2017, an on-line survey was sent to all members of Council consisting of 7 questions, the purpose of which was to improve the reports to best serve the needs of the “customers” who use the reports, including the readers and decision-makers. Members of Council have been identified as important “customers” who have critical decisions to make largely based on the information provided in the Planning reports. Staff received four responses that provide some insight into Council’s opinions and preferences. The following points emerged:

- While the current report templates are not lacking in information, they sometimes provide more information than is necessary to make a decision and are sometimes not easy to understand
- The structure of the current report template is not logical and reports are often not written in plain language
- The analysis may not always focus on the most important issues but that the analysis is generally sufficient to justify the recommendation.

Question 7 summarizes most of the responses received in questions 1-6 by requesting that reports utilize more plain language, that there be better use of appendices as a source of information, and to better highlight previous reports related to the application.

CURRENT PLANNING COMMITTEE REPORT STRUCTURE

The current report templates begin with the Staff recommendation, followed by sections related to: Previous Reports; Purpose and Effect of the recommendation; Rationale; Location Map; Background; Official Plan Excerpt Map, Zoning By-law Excerpt Map; Planning History; and, Significant Department/Agency Comment before finally reaching the Analysis.

The Analysis section can be characterized as a “*policy based approach*” since it lists all of the relevant land use planning policies that may apply to a particular application and evaluates each issue for its consistency with those policies. The Planning reports evaluate consistency with the *Provincial Policy Statement (2014)*; the Official Plan, Guidelines documents, Zoning By-law and occasionally other legislation and by-laws, where applicable.

The current report templates result in reports that are very technical in nature, as though they will be submitted as evidence in an Ontario Municipal Board hearing, as opposed to ease of comprehension to the average reader. They contain a large amount of text which is often highly detailed and disproportionate to the importance of the issues and the policy-based approach inherently results in repetitiveness. Additionally, for non-planners, these reports lack a cohesive flow, are not intuitively organized, and often contain acronyms and jargon.

Staff recognize that Planning reports must be improved to best serve the needs of the readers and decision-makers relying on those reports while still being able to stand on its technical merits during an Ontario Municipal Board appeal.

PROPOSED NEW REPORT STRUCTURE

The Strategic Plan for the City of London identifies *Leading in Public Service* as a strategic area of focus. One of the strategies to implement this area of focus includes, “*Implement Plain Language writing in all City documents, reports, agendas, websites, signs and notifications.*” Based on the survey results, Planning Staff are recommending the following improvements to the planning report templates in order to help achieve this strategic area of focus: Cover Report (including Executive Summary), Analysis, and Appendices.

The Corporation of the City of London has committed to implementing the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* by providing services that are accessible to all

persons in a manner that respects the dignity and independence of persons with disabilities. The City is committed to preventing and removing barriers to accessibility in customer service, information and communication.

The proposed new report structure has been vetted for their consistency to the AODA and have implemented the recommended changes to achieve compliance.

SECTION 1 – BRIEF COVER REPORT

To:	Chair and Members Planning & Environment Committee
From:	John M. Fleming Managing Director, Planning and City Planner
Subject:	Application By: Lorem Ipsum 1234 Main Street Public Participation Meeting on December 24, 2017

Recommendation

That, on the recommendation of the Managing Director, Planning and City Planner, with respect to the application of Lorem Ipsum relating to the property located at (Insert Address) the proposed by-law attached hereto as Appendix "A" BE INTRODUCED at the Municipal Council meeting on (Insert Council Meeting Date) to amend Zoning By-law No. Z.-1, in conformity with the Official Plan, to change the zoning of the subject property FROM a Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone TO a Ultricies Purus Special Provision (UP3()) Zone.

Executive Summary

Summary of Request

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Summary of Recommended Action

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Rationale of Recommended Action

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Succinct cover report including the *Recommendation* and *Executive Summary*

SECTION 2 – ANALYSIS TO JUSTIFY THE RECOMMENDATION

Analysis

1.0 Site at a Glance

1.1 Property Description
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1.2 Current Planning Information

- Official Plan Designation – Maecenas porttitor congue
- London Plan Place Type – pretium mattis
- Existing Zoning – Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone

1.3 Site Characteristics

- Current Land Use – Vivamus a tellus
- Frontage – 135.6m (445 feet)
- Depth – Irregular
- Area – 2.02 ha (5 acres).
- Shape – Irregular

1.4 Surrounding Land Uses

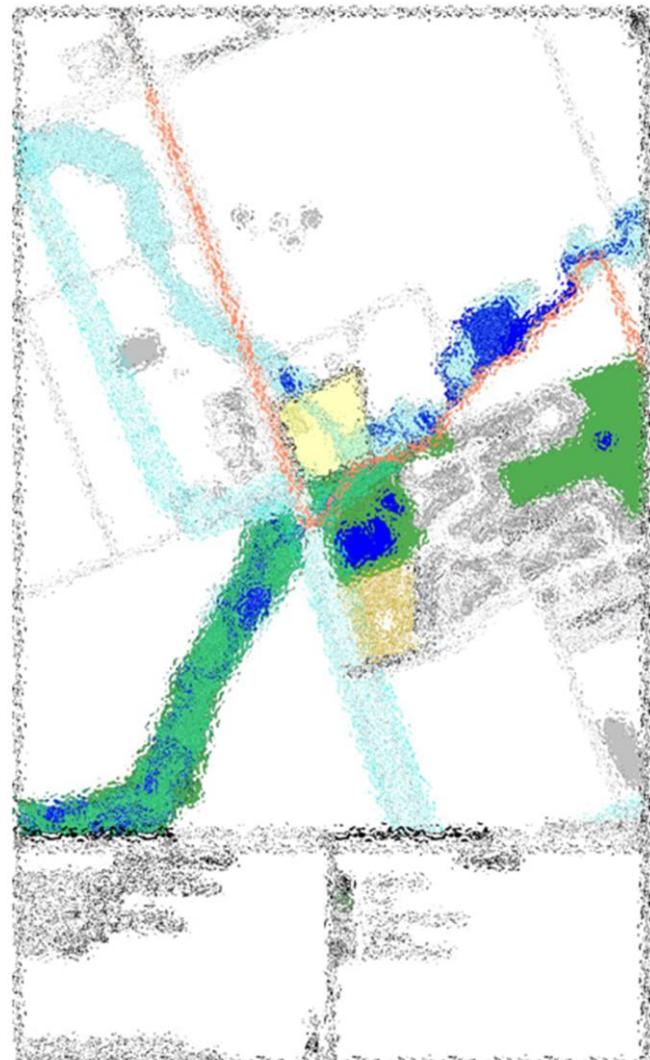
- North/East – viverra imperdiet enim
- South – viverra imperdiet enim
- West – fames ac turpis

Analysis elaborates upon the Executive Summary and justifies the Recommendation.

Analysis is intuitively structured into the following headings:

*-Site at a Glance
-Description of Proposal
-Relevant Background
-Key Issues
-Conclusion*

1.5 Location Map



Use of Location Map purposefully located under the heading *Site at a Glance* to provide additional contextual information

2.0 Description of Proposal

2.1 Development Proposal

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3.0 Relevant Background

3.1 Planning History

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3.2 Requested Amendment

5.2. Requested Amendment
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- *Description of Proposal* summarizes the proposed development in plain language and includes the option to include illustrations, if available. Together with the *Site at a Glance* section, these sections set the context at the beginning of the report.

Relevant Background
section includes a
summary of:

- *Planning History*,
- *Requested Amendment*
- *Policy Context*
- *Additional Background*

4.0 Key Issues	Official Plan
<p>Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.</p>	<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p> <p>Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdier enim. Fusce est. Vivamus a tellus.</p>
<ul style="list-style-type: none">Proposed Level of IntensityHeritage PreservationAccess and TrafficNatural Environment	<h3>4.3 Access and Traffic</h3> <p>Key Issue</p> <p>Nunc viverra imperdier enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra.</p>
<h4>4.1 Proposed Level of Intensity</h4>	<p>Provincial Policy Statement, 2005 (PPS)</p>
<p>Key Issue</p>	<p>Loeni ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.</p>
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<p>Official Plan</p>	<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p>
<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p>	<p>Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdier enim. Fusce est. Vivamus a tellus.</p>
<p>Official Plan</p>	<p>4.4 Natural Environment</p>
<p>Key Issue</p>	<p>Nunc viverra imperdier enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra.</p>
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<p>Official Plan</p>	<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p>
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<p>Official Plan</p>	<p>4.5 Heritage Preservation</p>
<p>Key Issue</p>	<p>Nunc viverra imperdier enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra.</p>
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<p>Official Plan</p>	<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p>
<p>Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend.</p>	<p>Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdier enim. Fusce est. Vivamus a tellus.</p>

The proposed new report structure includes a section devoted to “*Key Issues*” as part of the Analysis. While the current report templates contain detailed analyses, the organization of the information can be categorized as a *policy based* approach whereas the proposed new report structure proposes to organize the information as an *issued based* approach.

The hypothetical example included above focuses on four key issues: (i) Proposed level of intensity; (ii) Heritage preservation; (iii) Access and traffic; and, (iv) Natural environment. The below table illustrates the difference between the *policy based* approach currently utilised in Planning report templates versus the *issues based* approached proposed for the new report structure:

Current Report Template Example

Provincial Policy Statement (PPS)

- i) Proposed level of intensity
 - ii) Heritage preservation
 - iii) Access and traffic
 - iv) Natural environment

Official Plan

- i) Proposed level of intensity
 - ii) Heritage preservation
 - iii) Access and traffic
 - iv) Natural environment

London Plan

- i) Proposed level of intensity
 - ii) Heritage preservation
 - iii) Access and traffic
 - iv) Natural environment

Proposed New Report Structure Example

Proposed level of intensity

- i) Provincial Policy Statement (PPS)
 - ii) Official Plan
 - iii) London Plan

Heritage preservation

- i) Provincial Policy Statement (PPS)
 - ii) Official Plan
 - iii) London Plan

Access and Traffic

- i) Provincial Policy Statement (PPS)
 - ii) Official Plan
 - iii) London Plan

Natural Environment

- i) Provincial Policy Statement (PPS)
 - ii) Official Plan
 - iii) London Plan

SECTION 3 – APPENDICES TO ORGANIZE ADDITIONAL DETAILED INFORMATION

The current Planning report templates primarily utilize the appendices for the placement of the proposed by-law amendments. While the use of appendices for by-law amendments is not intended to change as part of the proposed new report structure, the latter is proposing to expand the use of appendices to include additional details about the application that may be of interest to some readers without disrupting the flow of the report Analysis included in Section 2.

Appendix B – Public Engagement	
Community Engagement	
Public liaison: On November 1, 2017, Notice of Application was sent to 207 property owners in the surrounding area. Notice of Application was also published in the <i>Public Notices and Bidding Opportunities</i> section of <i>The Londoner</i> on February 11, 2016. A "Possible Land Use Change" sign was also posted on the site.	
14 replies were received	
Nature of Liaison: <i>Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.</i>	
Change Zoning By-law Z.-1 from a Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone which permits Imperdiet Enim; Fusce Est; Vivamus Atellus; Pellentesque Habitant and Morbi Tristique to a Ultricies Purus Special Provision (UP3()) Zone to permit Duplex Dwellings.	
Responses: A summary of the various comments received include the following:	
Concern for:	
<i>Intensity:</i> Ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.	
<i>Heritage Preservation:</i> Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.	
<i>Access and Traffic:</i> Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.	
<i>Natural Environment:</i> Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Fusce est. Vivamus a tellus. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Ut nonummy. Proin pharetra nonummy pede. Mauris et orci. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.	

Public Engagement section of the Appendix includes the Nature of the Liaison, the Number of replies received, as well as a list of the issues identified during the circulation of the application.

The list of issues identified during the circulation of the application is then used to populate the *Key Issues* section of the analysis in Section 2 of the report.

Example:
Level of intensity
Heritage preservation
Access and traffic
Natural Environment

In addition to the proposed by-law amendments, the appendices include a synopsis of the Public Engagement (including both public and agency comments) from which the Key Issues will be identified and evaluated as part of the Analysis in Section 2 of the report; a Policy Context which provides more detail about the broader policy framework which, for example, may be of relevance to the application but perhaps not to the Analysis, including references from: the Provincial Policy Statement (PPS), the Official Plan, the London Plan, Secondary Plans, Community Plans, Community Improvement Plans, Heritage Conservation District Plans, Guideline Documents, Zoning By-law, and any previous Staff reports to Council as well as all the corresponding mapping.

CONCLUSION

The City's Strategic Plan strives to "*Implement Plain Language writing in all City documents, reports, agendas, websites, signs and notifications.*" As one of the identified "customers" of the planning reports, the members of City Council were surveyed to identify elements of the current Planning report templates that need improvement in order to achieve this strategy. Based on the results of that survey, Planning staff recommend that the aforementioned changes to the Planning report templates be implemented to best serve the needs of those who use the reports, including the readers and decision-makers.

Acknowledgements

This report was prepared with input from Barb Debbert, Joanna Ziouvas, and Maggie Nelligan (Planning Services), Alana Riley and Terry Grawey (Development Services), Linda Rowe (City Clerk's Office), and Chantel Da Silva (Human Resources and Corporate Services)

PREPARED AND SUBMITTED BY:
MICHAEL TOMAZINCIC, MCIP, RPP MANAGER, CURRENT PLANNING
RECOMMENDED BY:
JOHN M. FLEMING, MCIP, RPP MANAGING DIRECTOR, PLANNING AND CITY PLANNER

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Appendix 1 – Sample of proposed new report structure

To:	Chair and Members Planning & Environment Committee
From:	John M. Fleming Managing Director, Planning and City Planner
Subject:	Application By: Lorem Ipsum 1234 Main Street Public Participation Meeting on December 24, 2017

Recommendation

That, on the recommendation of the Managing Director, Planning and City Planner, with respect to the application of Lorem Ipsum relating to the property located at (Insert Address) the proposed by-law attached hereto as Appendix "A" BE INTRODUCED at the Municipal Council meeting on (Insert Council Meeting Date) to amend Zoning By-law No. Z.-1, in conformity with the Official Plan, to change the zoning of the subject property FROM a Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone TO a Ultricies Purus Special Provision (UP3()) Zone.

Executive Summary

Summary of Request

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Summary of Recommended Action

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Rationale of Recommended Action

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Analysis

1.0 Site at a Glance

1.1 Property Description

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1.2 Current Planning Information

- Official Plan Designation – Maecenas porttitor congue
- London Plan Place Type – pretium mattis
- Existing Zoning – Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone

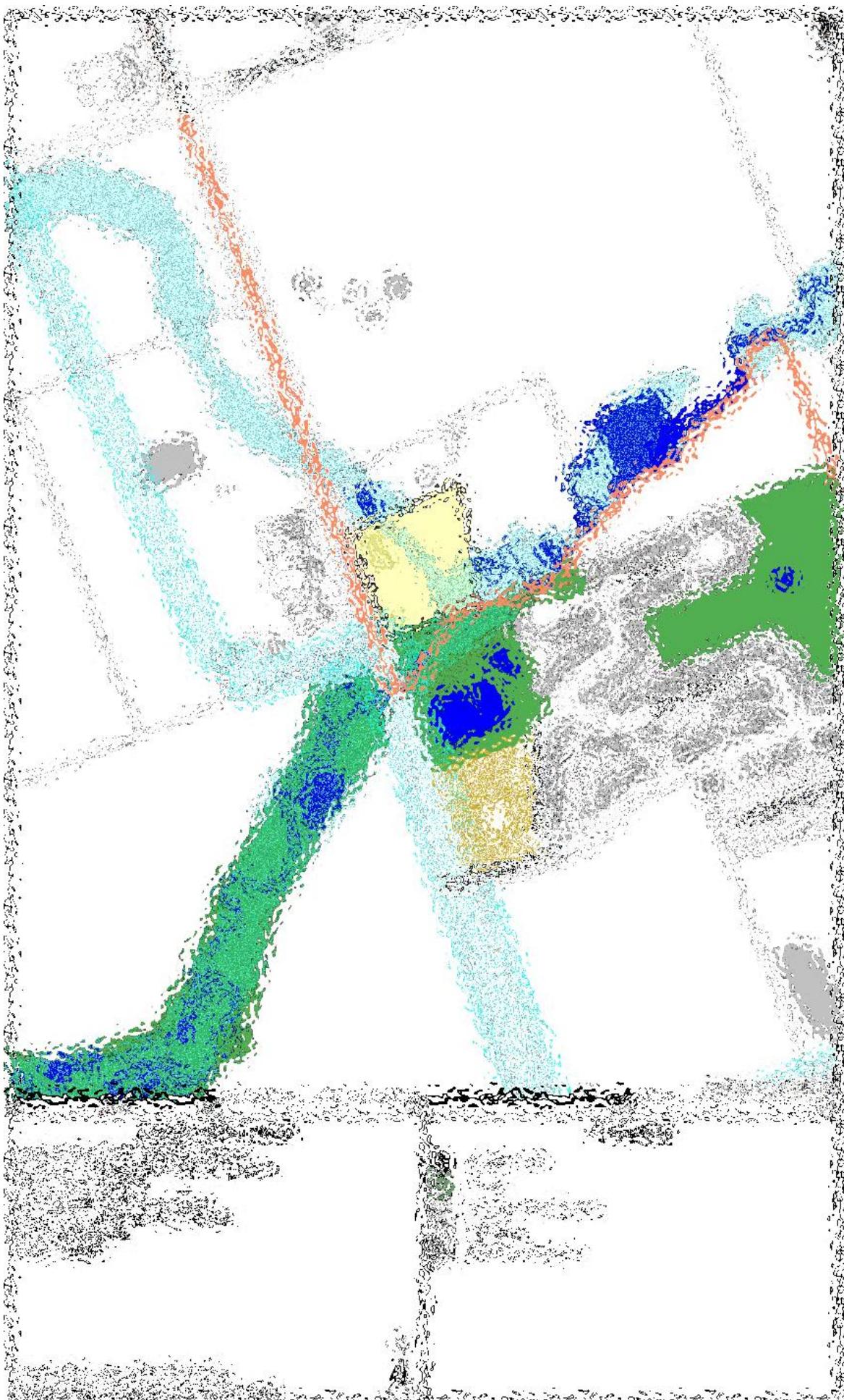
1.3 Site Characteristics

- Current Land Use – Vivamus a tellus
- Frontage – 135.6m (445 feet)
- Depth – Irregular
- Area – 2.02 ha (5 acres).
- Shape – Irregular

1.4 Surrounding Land Uses

- North/East – viverra imperdiet enim
- South – viverra imperdiet enim
- West – fames ac turpis

1.5 Location Map



2.0 Description of Proposal

2.1 Development Proposal

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3.0 Relevant Background

3.1 Planning History

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3.2 Requested Amendment

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3.3 Community Engagement (see more detail in Appendix B)

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3.4 Policy Context (see more detail in Appendix C)

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3.5 Additional Background

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4.0 Key Issues

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- Proposed Level of Intensity
- Heritage Preservation
- Access and Traffic
- Natural Environment

4.1 Proposed Level of Intensity

Key Issue

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Provincial Policy Statement, 2005 (PPS)

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4.2 Heritage Preservation

Key Issue

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4.3 Access and Traffic

Key Issue

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Provincial Policy Statement, 2005 (PPS)

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4.0 Natural Environment

Key Issue

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Provincial Policy Statement, 2005 (PPS)

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Official Plan

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More information and detail is available in Appendix B and C to this report.

5.0 Conclusion

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Prepared by:	Planner Name, MCIP, RPP Current Planning
Submitted by:	Michael Tomazincic, MCIP, RPP Manager, Current Planning
Recommended by:	John M. Fleming, MCIP, RPP Managing Director, Planning and City Planner

Insert Date

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Appendix A

Bill No. (number to be inserted by Clerk's Office)
2017

By-law No. Z.-1-17 _____

A by-law to amend By-law No. Z.-1 to rezone an area of land located at 1234 Main Street.

WHEREAS Lorem Ipsum has applied to rezone an area of land located at 1234 Main Street, as shown on the map attached to this by-law, as set out below;

AND WHEREAS this rezoning conforms to the Official Plan;

THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

- 1) Schedule "A" to By-law No. Z.-1 is amended by changing the zoning applicable to lands located at 1234 Main Street, as shown on the attached map comprising part of Key Map No. A999, from a Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone to a Ultricies Purus Special Provision (UP3()) Zone.
- 2) Section Number 99.9 of the Ultricies Purus (UP3) Zone is amended by adding the following Special Provision:

-) UP3() 1234 Main Street
a) Permitted Use
i) Duplex Dwellings

The inclusion in this By-law of imperial measure along with metric measure is for the purpose of convenience only and the metric measure governs in case of any discrepancy between the two measures.

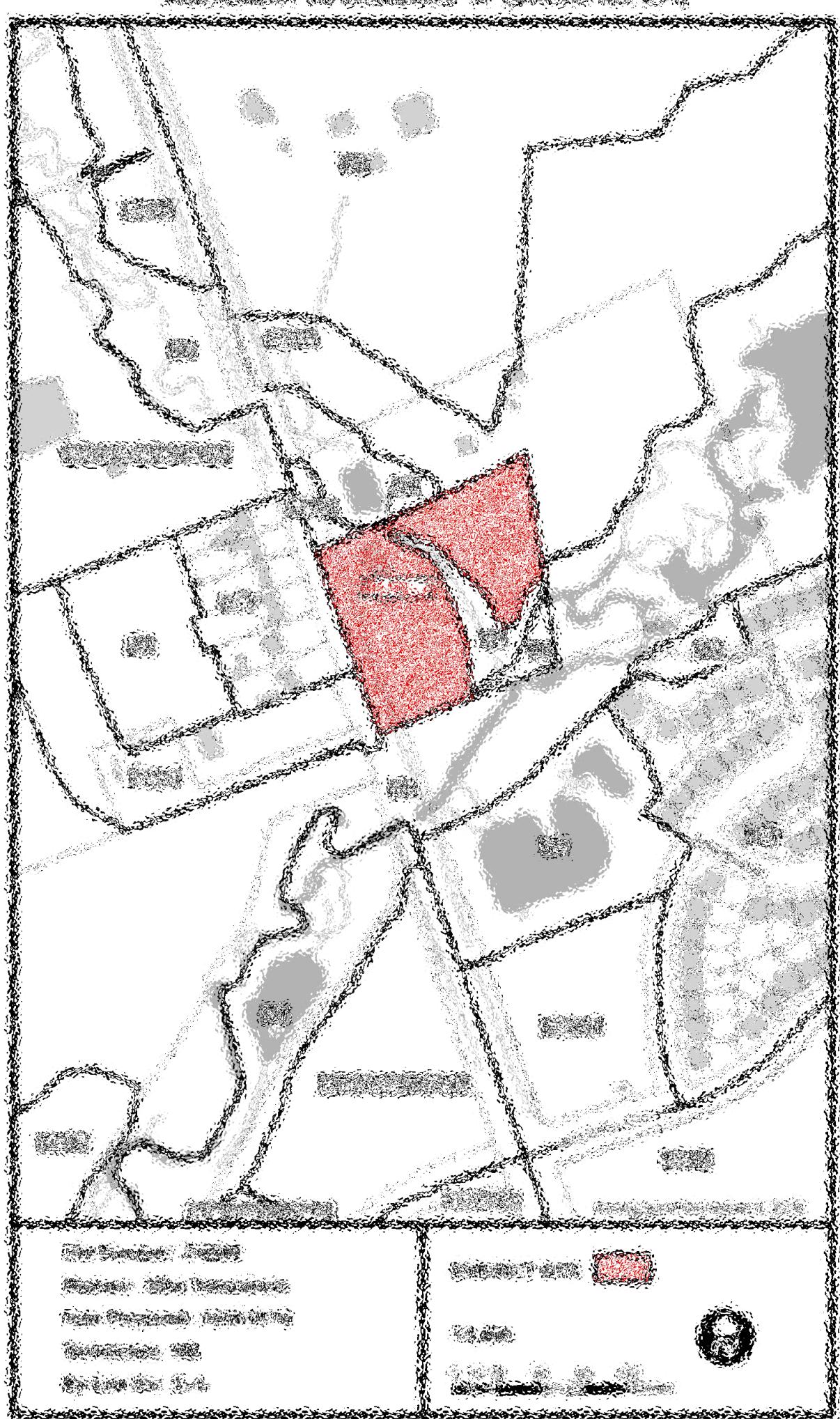
This By-law shall come into force and be deemed to come into force in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, c. P13, either upon the date of the passage of this by-law or as otherwise provided by the said section.

PASSED in Open Council on December 31, 2017.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First Reading – December 31, 2017
Second Reading – December 31, 2017
Third Reading – December 31, 2017



Appendix B – Public Engagement

Community Engagement

Public liaison: On November 1, 2017, Notice of Application was sent to 207 property owners in the surrounding area. Notice of Application was also published in the *Public Notices and Bidding Opportunities* section of *The Londoner* on February 11, 2016. A “Possible Land Use Change” sign was also posted on the site.

14 replies were received

Nature of Liaison: Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Change Zoning By-law Z.-1 from a Fusce Posuere (FP1) Zone and a Magna Pulvinar (MP1) Zone which permits Imperdiet Enim; Fusce Est; Vivamus Atellus; Pellentesque Habitant and Morbi Tristique to a Ultricies Purus Special Provision (UP3()) Zone to permit Duplex Dwellings.

Responses: A summary of the various comments received include the following:

Concern for:

Intensity:

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Heritage Preservation

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Access and Traffic

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Natural Environment

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Agency/Departmental Comments

Wastewater and Drainage Engineering

*Currently there is no municipal sanitary sewer fronting the subject lands.
Also there is no sanitary sewer in proximity to these lands.
The subject lands are outside the Urban Growth Boundary.*

Development Services (Engineering)

The City of London's Environmental and Engineering Services Department offers the following comments with respect to the aforementioned Official Plan and Zoning By-Law amendments application:

The Stormwater Engineering staff have no objection to the above-noted application to amend the zoning By-law. Please note the following:

- *Any future development of this site shall be in accordance with the SWM criteria and targets for the Stoney Creek Subwatershed.*
- *This site is located outside the Urban Growth Boundary.*
- *There is no storm sewer available to service these lands.*
- *This site is within the UTRCA regulated area and is cross by the Union Gas easement.*
- *Additional SWM related comments may be required and provided upon future review of this site.*

Verbatim comments as per the WADE Division:

*Currently there is no municipal sanitary sewer fronting the subject lands.
Also there is no sanitary sewer in proximity to these lands.
The subject lands are outside the Urban Growth Boundary.*

Upper Thames River Conservation Authority (Excerpts)

3.2.6 & 3.3.2 WETLAND POLICIES

New development and site alteration is not permitted in wetlands. Furthermore, new development and site alteration may only be permitted in the area of interference and/or adjacent lands of a wetland if it can be demonstrated through the preparation of an Environmental Impact Study (EIS) that there will be no negative impact on the hydrological and ecological function of the feature.

While the UTRCA appreciates that this application is considered to be a technical amendment/correction, as part of our Section 28 permit approval process, the owner of the subject lands will be required to complete an Environmental Impact Study (EIS) as well as a Hydrogeological Assessment to the satisfaction of the Conservation Authority. These studies shall demonstrate that the permitted (as per the zoning)/proposed 3 single detached dwellings and the respective development envelopes (including servicing requirements i.e. septic systems) will not impact the hydrological function of the wetland and that there are no potential natural hazard impacts on the development.

RECOMMENDATION

The subject land are entirely regulated by the UTRCA and the necessary Section 28 approvals must be secured from the Authority prior to any site alteration or development being undertaken within the regulated area. As indicated, while we appreciate that this application is considered to be a technical amendment/correction, as part of the UTRCA's Section 28 permit process, the owner of the subject lands will be required to complete an Environmental Impact Study as well as a Hydrogeological Assessment to the satisfaction of the Conservation Authority. We strongly encourage the landowner to pre-consult with UTRCA staff regarding our submission requirements for the Section 28 permit including the EIS and the Hydrogeological Assessment.

Appendix C – Policy Context

Provincial Policy Statement

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City of London Official Plan

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London Plan

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Zoning By-law

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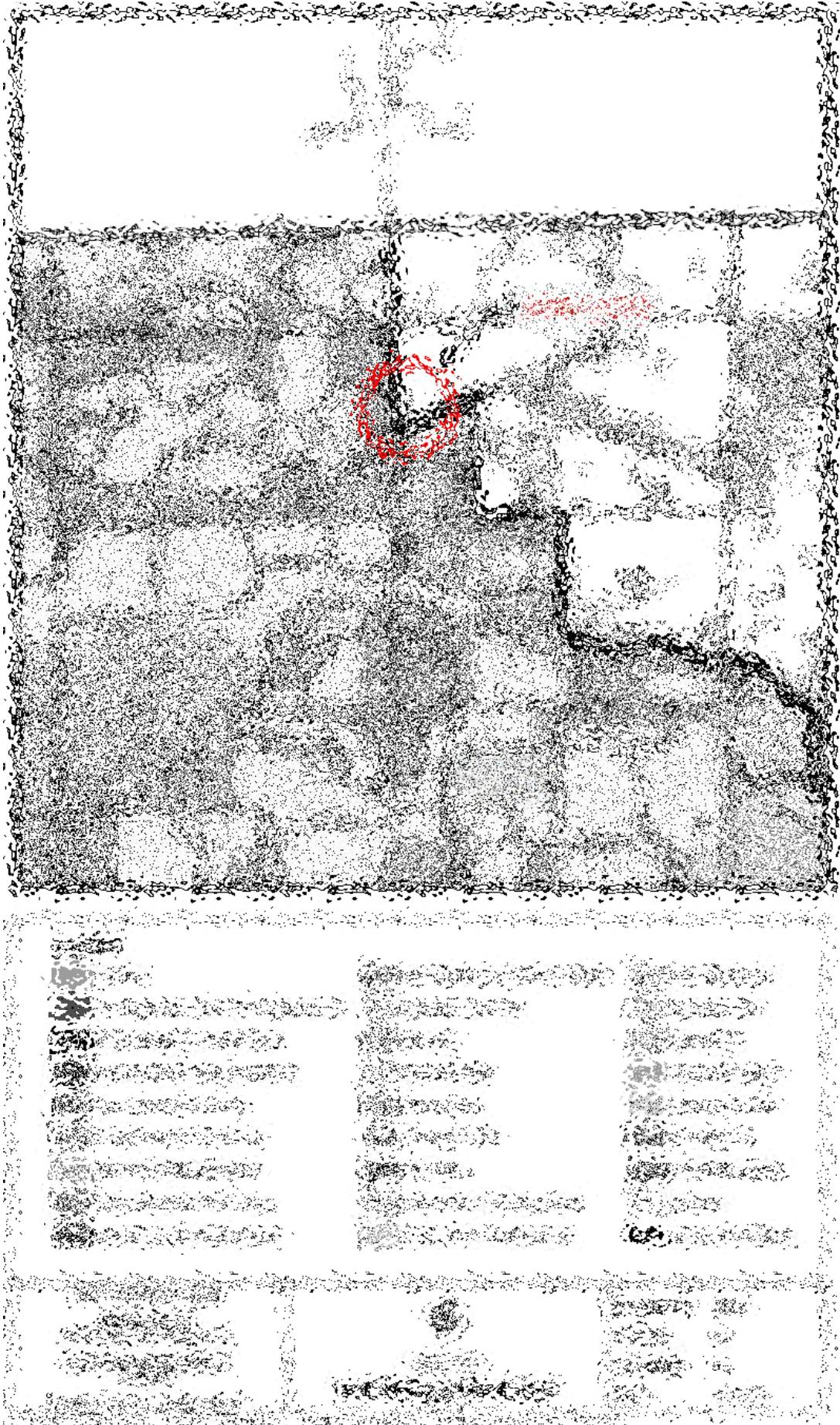
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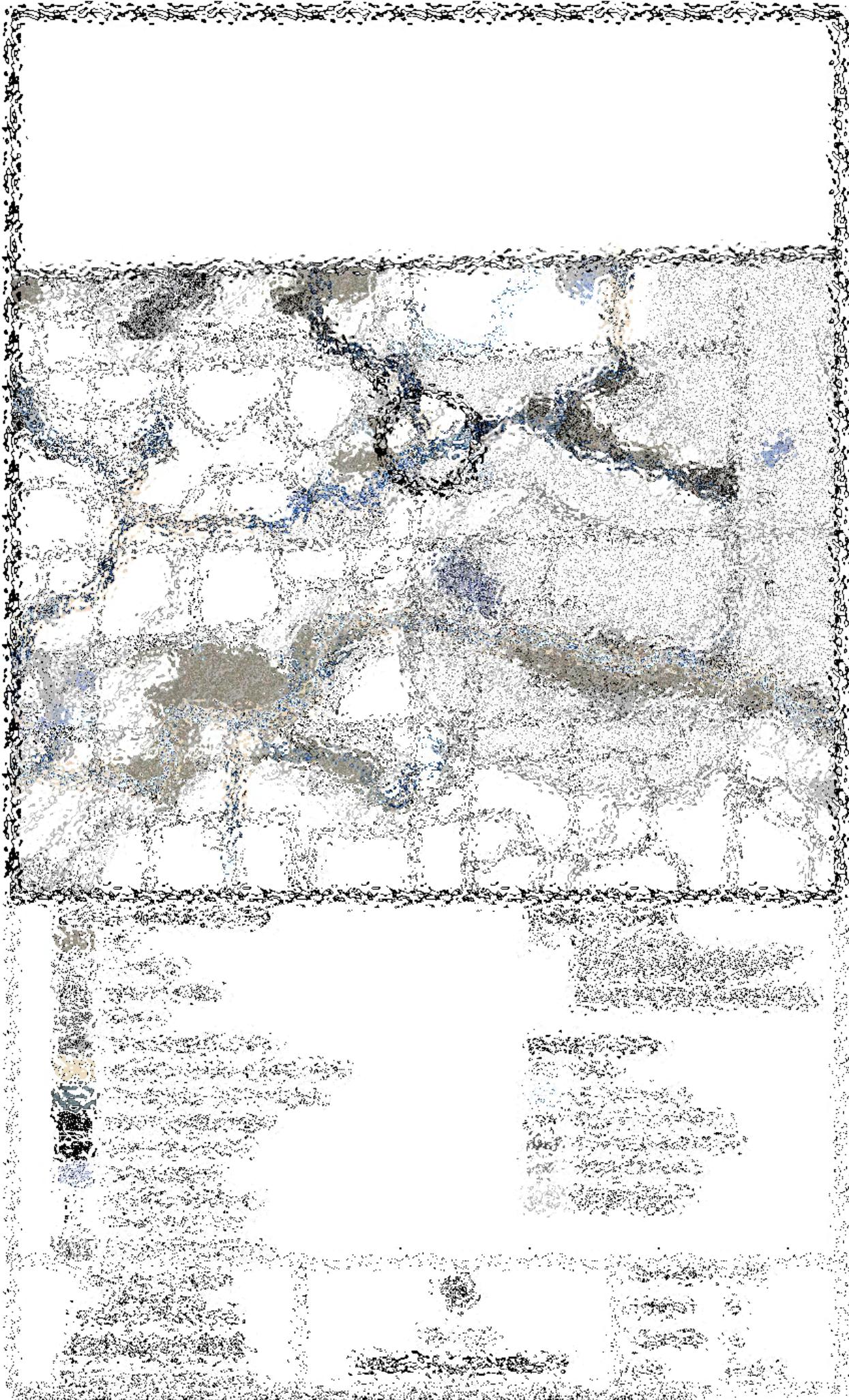
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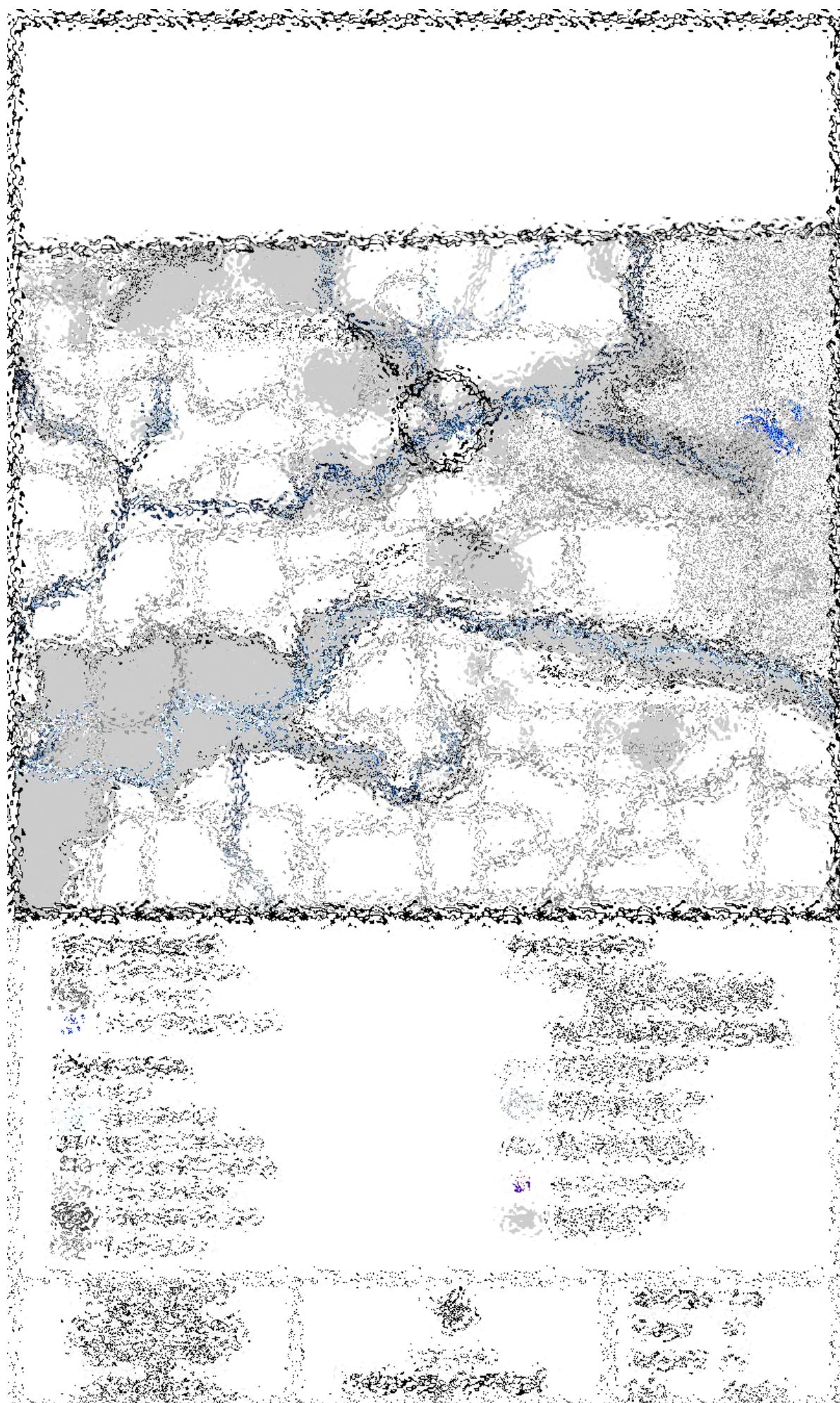
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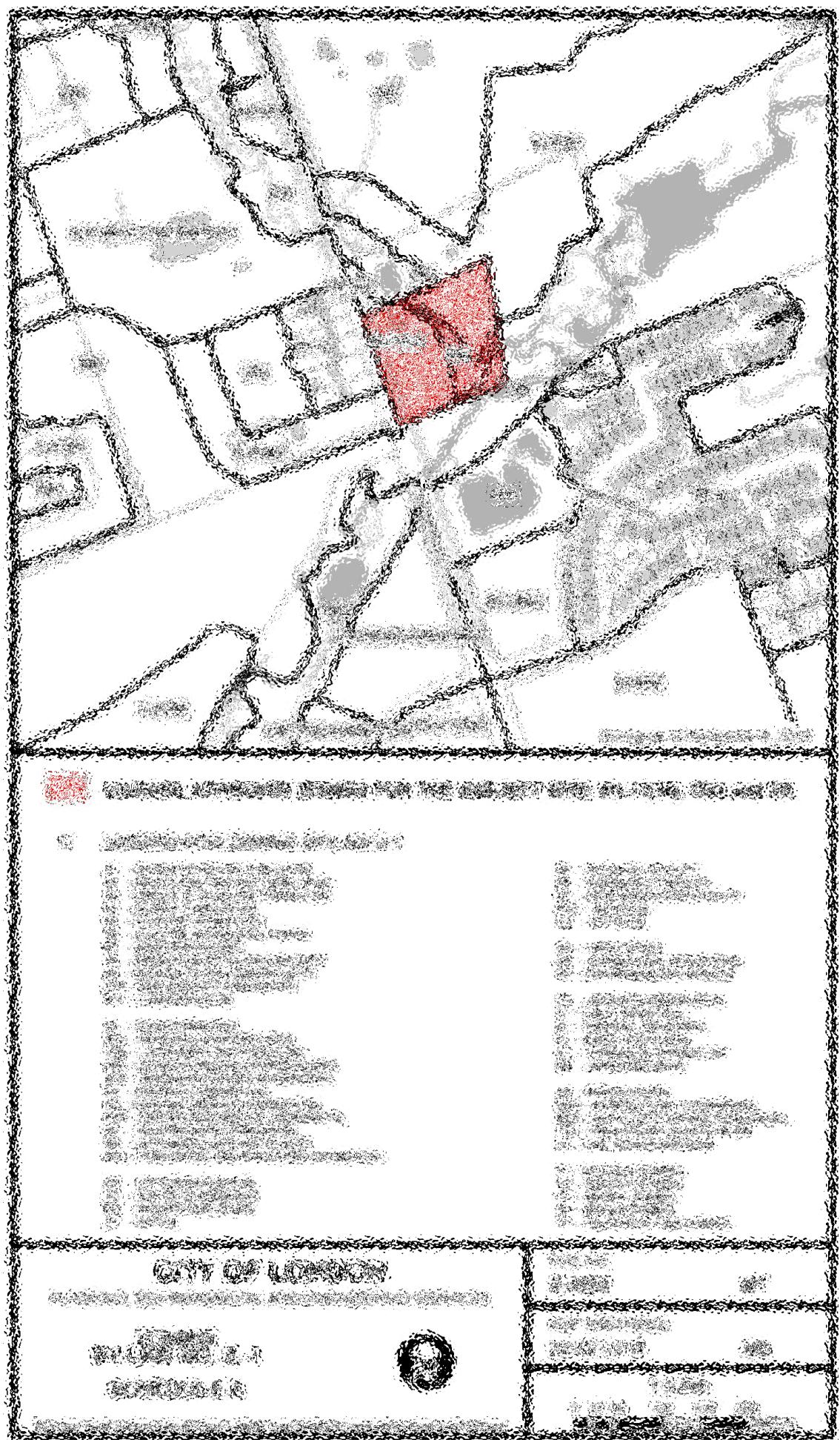
Appendix D – Relevant Background

Additional Maps









Additional Reports

Z-7777 – 1234 Main Street – Report to Planning Committee (February 28, 2016) – Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Z-8888 – 1234 Main Street – Report to Planning Committee (August 28, 2016) – Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Appendix E – Bibliography

Request for Approval:

City of London Zoning By-law Amendment Application Form, September 26, 2016

Reference Documents:

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Correspondence: (all located in City of London File No. Z-8688 unless otherwise stated)

City of London -

Fleming, John. City of London Planning Services. Email to M. Tomazincic. September 26, 2016

Moore, Robert. City of London Wastewater and Drainage Division. Email to M. Tomazincic. November 1, 2016

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Upper Thames River Conservation Authority (UTRCA)

Creighton, Christine. Upper Thames River Conservation Authority. Memo to M. Tomazincic. November 4, 2016