

COMMITTEE AGENDA



TO **Planning & Building, Engineering and Environment
Committee**

DATE April 16, 2012

LOCATION Council Chambers

TIME 12:30 p.m.

DISCLOSURE OF PECUNIARY INTEREST

CONFIRMATION OF MINUTES – March 19, 2012

PRESENTATIONS (Items with no accompanying report)

a)

CONSENT AGENDA

The following resolutions have been prepared to facilitate the Committee's consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with separately. The balance of the Planning & Building, Engineering & Environment Committee Consent Agenda will be approved in one resolution.

ITEM	CITY PRESENTATION	DELEGATIONS	TO BE EXTRACTED
PBEE-14 2012 Development Priorities Plan	Stacey Laughlin		✓
PBEE-15 Brooklyn and College Hill Heritage Conservation District Designation Process – Phase 2: Process and Timeline to Address Outstanding Boundary Issues and Proposed Public Consultation Program	Todd Salter		✓

PBEE-16	40 Wellington Street West Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request			
PBEE-17	PBEE Rolling Calendar			
PBEE-18	Building By-law Revisions, New Administration Fees and Annual Increase of Building Permit Fees			
PBEE-19	Sign By-Law Variance for 83 and 89 Dawson Road (Guelph Medical Place 1 & 2)			
PBEE-20	Sign By-Law Variance for 45 Speedvale Avenue East			

Resolution to adopt the balance of the Planning & Building, Engineering & Environment Committee Consent Agenda.

ITEMS EXTRACTED FROM CONSENT AGENDA

Once extracted items are identified, they will be dealt with in the following order:

- 1) delegations (may include presentations)
- 2) staff presentations only
- 3) all others.

CLOSED MEETING

THAT the Planning & Building, Engineering and Environment Committee now hold a meeting that is closed to the public with respect to:

- 1. **Citizen Appointments to Heritage Guelph**
S. 239 (2) (b) personal matters about an identifiable individual

NEXT MEETING – May 22, 2012

**The Corporation of the City of Guelph
Planning & Building, Engineering and Environment Committee
Monday, March 19, 2012 at 12:30 p.m.**

A meeting of the Planning & Building, Engineering and Environment Committee was held on Monday, March 19, 2012 in Council Chambers at 12:30 p.m.

Present: Councillors Bell, Guthrie, Piper and Mayor Farbridge

Also Present: Councillors Dennis, Furfaro and Hofland

Absent: Councillor Burcher

Staff in Attendance: Dr. J. Laird, Executive Director of Planning & Building, Engineering and Environment; Mr. T. Salter, Acting General Manager, Planning Services; Mr. B. Labelle, City Clerk; and Ms. D. Black, Assistant Council Committee Coordinator.

There was no declaration of pecuniary interest.

1. Moved by Councillor Bell

Seconded by Councillor Guthrie

THAT the minutes of the Planning & Building, Engineering and Environment Committee meeting held on February 21, 2012 be confirmed as recorded and without being read.

Carried

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Consent Agenda

The following items were extracted from the March 19, 2012 Consent Agenda to be voted on separately:

PBEE 2012-A.9	Termite Control Program 2011 Annual Report
PBEE 2012-A.11	Committee of Adjustment 2011 Annual Report
PBEE 2012-A.12	Building Services 2011 Annual Report
PBEE 2012-A.13	148-152 Macdonell Street Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request

2. Moved by Mayor Farbridge

Seconded by Councillor Bell

THAT the balance of the Consent Agenda of the Planning & Building, Engineering and Environment Committee of March 19, 2012 as identified below, be adopted:

a) Annual Report on 2011 Building Permit Fees, Costs and Building Stabilization Reserve Fund

Dr. J. Laird
Mr. B. Poole

THAT the Annual Report (No. 12-32) on 2011 Building Permit Fees, Costs and Building Stabilization Reserve Fund from Planning & Building, Engineering and Environment, dated March 19, 2012, be received.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Termite Control Program 2011 Annual Report

Dr. T. Myles, Termite Control Officer, provided an overview of the 2011 Termite Control Program and the goals for the 2012 program.

Dr. J. Laird
Mr. B. Poole

3. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT the report (No. 12-34) on Termite Control Program 2011 Annual Report from Planning & Building, Engineering and Environment, dated March 19, 2012, be received.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Committee of Adjustment 2011 Annual Report

There was discussion relating to associated revenues and cost recovery as well in relation to various appeals filed to the Ontario Municipal Board.

Dr. J. Laird
Mr. B. Poole

4. Moved by Mayor Farbridge
Seconded by Councillor Bell
THAT the report (No. 12-35) on Committee of Adjustment 2011 Annual Report from Planning & Building, Engineering and Environment, dated March 19, 2012, be received.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Building Services 2011 Annual Report

Mr. B. Poole, Chief Building Official, provided an overview of the Building Services 2011 Annual Report contained in the meeting agenda.

The Committee discussed various aspects of the 2011 Annual Report in relation to the various performance measurements contained therein.

Dr. J. Laird
Mr. B. Poole

5. Moved by Councillor Guthrie
Seconded by Councillor Bell
THAT the report (No. 12-33) on Building Services 2011 Annual Report from Planning & Building, Engineering and Environment, dated March 19, 2012, be received.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

Dr. J. Laird
Mr. B. Poole

6. Moved by Councillor Guthrie
Seconded by Councillor Bell
THAT staff report back on the appropriate timing of providing municipal comparator data for the Building Services Annual Report.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

**148-152 Macdonell Street Brownfield Redevelopment
Community Improvement Plan – Tax Increment-Based Grant
Request**

REPORT

7. Moved by Councillor Bell
Seconded by Mayor Farbridge
THAT Planning & Building, Engineering and Environment Report 12-25 dated March 19, 2012 regarding a request for a Tax Increment-Based Grant for the property municipally known as 148-

152 Macdonell Street pursuant to the Brownfield Redevelopment Community Improvement Plan be received;

AND THAT the request by Carvest Properties Ltd. for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan be approved to an upset total limit of \$1,750,700 subject to the program details set out in Attachment 4;

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant agreement with Carvest Properties Ltd. or any subsequent owner(s) to the satisfaction of the General Manager of Planning Services and the General Manager of Legal and Realty Services/City Solicitor;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement.

VOTING IN FAVOUR: Councillors Bell, Guthrie and Piper and Mayor Farbridge (4)

VOTING AGAINST: (0)

Carried

The meeting adjourned at 1:44 p.m.

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Chairperson

**PLANNING & BUILDING, ENGINEERING and ENVIRONMENT COMMITTEE
CONSENT AGENDA**

April 16, 2012

Members of the Planning & Building, Engineering & Environment Committee.

SUMMARY OF REPORTS:

The following resolutions have been prepared to facilitate the Committee’s consideration of the various matters and are suggested for consideration. If the Committee wishes to address a specific report in isolation of the Consent Agenda, please identify the item. The item will be extracted and dealt with immediately. The balance of the Planning & Building, Engineering & Environment Committee Consent Agenda will be approved in one resolution.

A Reports from Administrative Staff

REPORT	DIRECTION
<p>PBEE-2012 A.14) 2012 DEVELOPMENT PRIORITIES PLAN</p> <p>THAT the Planning, Building, Engineering and Environment Report 12-46 dated April 16, 2012, regarding the 2012 DPP, be received;</p> <p>AND THAT Guelph City Council approve the 2012 Development Priorities Plan dwelling unit targets for registration and draft plan approval as set out in the Planning, Building, Engineering and Environment Report 12-46 dated April 16, 2012;</p> <p>AND THAT staff be directed to use the 2012 Development Priorities Plan to manage the timing of development within the City for the year 2012;</p> <p>AND THAT amendments to the timing of development be permitted only by Council approval unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2012 are not exceeded.</p>	<p>Approve</p>
<p>PBEE-2012 A.15) BROOKLYN AND COLLEGE HILL HERITAGE CONSERVATION DISTRICT DESIGNATION PROCESS – PHASE 2: PROCESS AND TIMELINE TO ADDRESS OUTSTANDING BOUNDARY ISSUES AND PROPOSED PUBLIC CONSULTATION PROGRAM</p> <p>THAT Report 12-45 dated April 16, 2012 from Planning & Building, Engineering and Environment, regarding the recommendation of a process to address outstanding boundary issues and a proposed public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process be received;</p>	<p>Approve</p>

AND THAT Planning staff be directed to carry out the necessary steps of the recommended process to address outstanding boundary issues in the early stage of Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process;

AND THAT Planning staff be directed to carry out the recommended public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process.

PBEE-2012 A.16) 40 WELLINGTON STREET WEST BROWNFIELD REDEVELOPMENT COMMUNITY IMPROVEMENT PLAN – TAX INCREMENT-BASED GRANT REQUEST

Approve

THAT Planning & Building, Engineering and Environment Report 12-41 dated April 12, 2012 regarding a request for a Tax Increment-Based Grant for the property municipally known as 40 Wellington Street West pursuant to the Brownfield Redevelopment Community Improvement Plan be received;

AND THAT the request by 2065404 Ontario Inc. for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan be approved to an upset total limit of \$565,730 subject to the program details set out in Attachment 4;

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant agreement with 2065404 Ontario Inc. or any subsequent owner(s) to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement.”

PBEE-2012 A.17) PBEE ROLLING CALENDAR

Receive

THAT the Rolling Calendar attached hereto in the report from the Executive Director of Planning, Building, Engineering and Environment dated April 16, 2012, be received.

PBEE-2012 A.18) BUILDING BY-LAW REVISIONS, NEW ADMINISTRATION FEES AND ANNUAL INCREASE OF BUILDING PERMIT FEES

Approve

THAT the report (No. 12-44) on Building By-law Revisions, New Administration Fees and Annual Increase of Building Permit Fees from Planning, Building, Engineering and Environment dated April 16, 2012, be received;

AND THAT Council approve the proposed changes to the Building By-law, new administration fees and the attached Schedule of Permit and Administration Fees, effective June 1, 2012.

**PBEE-2012 A.19) SIGN BY-LAW VARIANCE FOR 83 AND 89
DAWSON ROAD (GUELPH MEDICAL PLACE)**

Approve

THAT Report 12-37 regarding a sign variance for 83 and 89 Dawson Road, from Planning & Building, Engineering and Environment, dated April 16, 2012, be received;

AND THAT, the request for a variance from the Sign By-law for 83 and 89 Dawson Road to permit building signage on the second floor elevation, be refused.

**PBEE-2012 A.20) SIGN BY-LAW VARIANCE FOR 45 SPEEDVALE
AVENUE EAST**

Approve

THAT Report 12-38 regarding a sign variance for 45 Speedvale Avenue East from Planning & Building, Engineering and Environment, dated April 16, 2012, be received;

AND THAT, the request for a variance from the Sign By-law for 45 Speedvale Avenue East to allow for a directional sign with an area of 0.93 m² in lieu of the permitted 0.4 m² and a height of 2.43 metres in lieu of the permitted 1.5 metres, be refused.

Attach.

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning, Building, Engineering and Environment
DATE April 16, 2012

SUBJECT 2012 Development Priorities Plan
REPORT NUMBER 12-46

SUMMARY

Purpose of Report: To provide an overview of the 2012 Development Priorities Plan and staff's recommendation regarding the number of dwelling units to be considered by Council for registration and draft approval in plans of subdivision in 2012.

Council Action: Council is being asked to approve dwelling unit targets for registrations and draft plan approvals for 2012 and direct staff to manage the timing of development in keeping with these targets.

RECOMMENDATION

"THAT the Planning, Building, Engineering and Environment Report 12-46 dated April 16, 2012, regarding the 2012 DPP, be received;

AND THAT Guelph City Council approve the 2012 Development Priorities Plan dwelling unit targets for registration and draft plan approval as set out in the Planning, Building, Engineering and Environment Report 12-46 dated April 16, 2012;

AND THAT staff be directed to use the 2012 Development Priorities Plan to manage the timing of development within the City for the year 2012;

AND THAT amendments to the timing of development be permitted only by Council approval unless it can be shown that there is no impact on the capital budget and that the dwelling unit targets for 2012 are not exceeded."

BACKGROUND

The annual Development Priorities Plan (DPP) provides a multi-year forecast of development activity and supports the City's Growth Management Strategy. Council uses the annual DPP to approve a limit on potential dwelling units to be created from the registration of plans of subdivision and also identify plans of subdivision that could be considered for Draft Plan Approval during the next year.

The staff recommendations contained in the DPP consider:

- The Council-approved population forecast of 175,000 persons by 2031. This means approximately 1000 new dwelling units per year until the end of 2010 and 1100 new dwelling units per year starting in 2011;
- The desire to balance development in both the greenfield and built up areas of the City, in keeping with the City's Growth Management Strategy. By the year 2015 a minimum of 40% of all new residential units occurring annually within the City must be within the defined built up area;
- The ability to service the proposed developments.

These requirements are important considerations for the recommendations by staff for the dwelling unit targets established by the annual DPP.

The DPP also serves as an annual report on residential development activity (e.g. building permits, approved infill projects) and available supply in both the greenfield area and within the built boundary.

REPORT

2012 Development Priorities Plan Recommendations:

In the 2012 DPP, staff recommend that a total of 1188 potential dwelling units in twelve plans of subdivision be considered for registration during 2012 (see Attachment 2). The figure is in keeping with the target of 1100 units per year. It also reflects that there has been limited registration activity over the past four years (2008 – 2011) due to the economic downturn, with a total of only 2059 potential dwelling units being created via registration activity; whereas the yearly growth target would have anticipated that approximately 4,000 dwelling units would have been created via registration activity over the same four year period (see Attachment 1). Therefore additional units need to be considered to maintain inventories to support the Growth Management Strategy. The location of the expected registration activity is identified on the map in Attachment 4.

Staff also recommend that 1149 units be considered for draft plan approval in 7 plans of subdivision (see Attachment 3). This number reflects the target of 1100 units per year and also reflects the low number of draft plan approvals in recent years. In 2011, a total of 883 units achieved draft plan approval, however, in 2010, there were no approvals of draft plans of subdivision. Over the past five years, an average of 401 potential units per year were generated from draft plan approval activity (see also Summary of 2007-2011 Draft Approvals on Attachment 3). The recommendation related to draft plan approvals will also ensure that supply is available to support our Growth Management Strategy.

Most of the units recommended for registration or draft plan approval above are greenfield units. To date, the dwelling units being created through infill and intensification have not contributed toward the yearly growth target. By recommending dwelling unit counts within the greenfield area that are in keeping with the typical yearly target of 1,000-1,100 units, this year's DPP will be contributing towards meeting the City's growth management target while still leaving space for infill and intensification to create new dwelling units and use up

the deficit of units that has been building over the past few years. Servicing capacity for these potential developments has been reviewed and determined to be sufficient by City staff.

Community Energy Initiative:

On September 27, 2010, Council passed the following resolution:

“THAT consideration be given to developments that fit within the City’s Community Energy Initiative goals when preparing the development priority plan (DPP).”

Staff advise that consideration of the City’s Community Energy Initiative is always dealt with before a plan of subdivision is recommended for draft plan approval to Council and energy-related measures are included in the subdivision conditions for registration. Similarly, zoning and Official Plan amendment applications are also being reviewed in terms of the CEI goals prior to staff’s recommendation to Council.

All of the developments that form part of the recommended dwelling unit targets in the DPP have (in the case of registered plans) or will have (in the case of future draft approvals) considered the goals of the CEI.

To ensure that all planning applications that come before Council support the CEI, staff have established protocols where the applications are circulated to the Corporate Manager of Community Energy for review and comment. In this way, staff can be assured that any planning application to be considered by the Development Priorities Plan has been reviewed in terms of meeting the CEI goals as well. In addition, it may be possible to further integrate the CEI and DPP goals and priorities. This will be reviewed on an ongoing basis and reported during annual DPPs.

Consultation:

In January 2012, the draft schedules of the 2012 Development Priorities Plan were made available to the public and comments were requested from development stakeholders. Six comments were received regarding the draft schedules raising questions and requesting clarification. Only two comments requested changes to the proposed timing specified in the draft schedules. All of the comments were reviewed by staff and, while the timing with respect to the two requests has not been changed it has been clarified that the timing proposed in the draft schedules is consistent with one of the requests (East Node- 11 Starwood) because the DPP year ends in October. The timing for the second request (Guelph Watson 5-3 Southeast Corner and South of Starwood) has not been modified as the application associated with these properties has not been recently active and, therefore, it is unlikely that approvals or development will be sooner than is proposed by the DPP. If this application is actively pursued in the near future, the timing can be reevaluated through the 2013 DPP.

The recommended 2012 DPP was released to City Council and the general public on April 5, 2012, by posting it on the City’s web page for information – see the following link: [Development Priorities Plan \(DPP\)](#).

Summary:

By supporting the recommendations contained in this report, City Council will set a target for the creation of potential dwelling units from Registered Plans in 2012 (see Attachment 2). Staff will then manage the registration of the various subdivisions identified for 2012 within the approved dwelling unit target. Further, Council will also identify those Draft Plans of Subdivision (or phases) that are anticipated to be considered for Draft Plan Approval (DPA) in 2012 (see Attachment 3). Staff will allocate time and resources to resolving issues associated with these draft plans so that they may be considered for DPA by Council in 2012.

CORPORATE STRATEGIC PLAN

Urban Design and Sustainable Growth Goal #1: An attractive, well-functioning and sustainable City.

FINANCIAL IMPLICATIONS

All capital works required for the plans of subdivision recommended by staff for registration in 2012 have been previously approved by Council in the capital budget.

DEPARTMENTAL CONSULTATION

The 2012 Development Priorities Plan team consists of staff from Planning, Building, Engineering and Environment (Development Planning, Engineering and Water Services) and Finance.

ATTACHMENTS

- Attachment 1 – 2011 Development Activity
- Attachment 2 – Proposed Registration Activity, 2012 – post 2013
- Attachment 3 – Draft Plan Approval Activity
- Attachment 4 – Proposed Registration Timing (Map)

Prepared By:

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Attachment 1 – 2011 Development Activity

NUMBER, TYPE AND DISTRIBUTION OF POTENTIAL UNITS BETWEEN OCTOBER 31, 2010 AND OCTOBER 31, 2011

A. IN REGISTERED PLANS OF SUBDIVISION

<i>Northwest</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
Mitchell Farm Ph 2b (61M-172)	77	0	0	0	77
SUBTOTAL	77	0	0	0	77
<i>Northeast</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
Ingram Farm/Northern Heights Ph4 (61M-173)	44	0	0	50	94
Victoria North Ph 1 (61M-174)	0	0	43	0	43
312-316 Grange (Lunor) Ph 1 (61M-175)	10	18	9	0	37
Northview Estates Ph 3 (61M-???)	55	0	0	0	55
SUBTOTAL	109	18	52	50	229
<i>South</i>					
Plan # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
Westminster Woods East Ph 5a (61M-177)	56	0	0	0	56
Hanlon Creek Business Park Ph 1 (61M-169)	0	0	21	0	21
SUBTOTAL	56	0	21	0	77
In Built Boundary	0	0	0	0	0
In Greenfield	242	18	73	50	383
Total Units Registered in 2011	242	18	73	50	383
Units Approved in 2011 DPP	415	180	181	280	1056

B. THROUGH APPROVED ZONE CHANGES AND CONDOMINIUMS

<i>Northwest</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
781-783 Wellington Street West	0	0	0	15	15
SUBTOTAL	0	0	0	15	15
<i>Northeast</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
587 Victoria Road North	0	0	14	0	14
SUBTOTAL	0	0	14	0	14
<i>South</i>					
File # and Name	Detached	Semi-detached*	Townhouses*	Apartments*	Total
none	0	0	0	0	0
SUBTOTAL	0	0	0	0	0
In Built Boundary	0	0	0	15	15
In Greenfield	0	0	14	0	14
Total Additional Units in 2011	0	0	14	15	29

2011 TOTALS (A+B)

In Built Boundary	0	0	0	15	15
In Greenfield	242	18	87	50	397
Total New Units in 2011	242	18	87	65	412

* Semi-detached numbers are unit counts

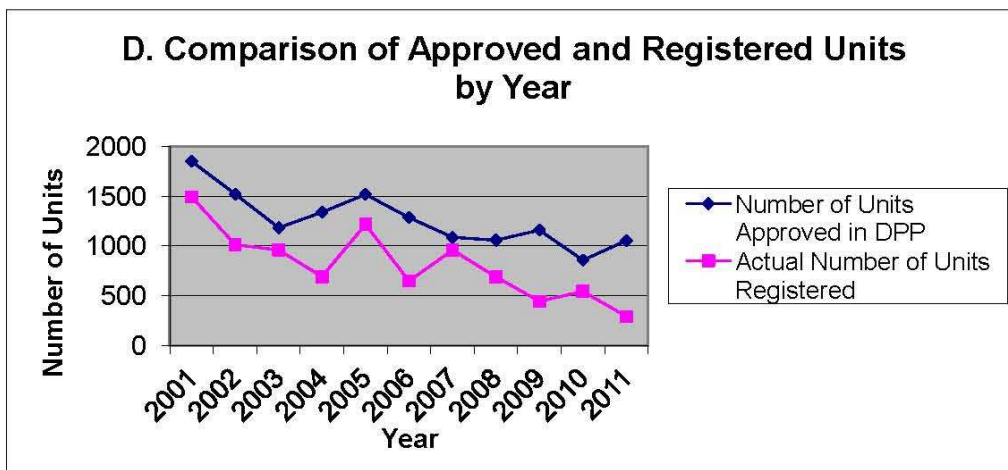
*Townhouses and apartments based on approved zoning

Attachment 1 – 2011 Development Activity (contined)

C. COMPARISON OF ACTUAL AND APPROVED REGISTRATIONS BY YEAR

	Detached	Semi-detached*	Townhouses*	Apartments*	Total
ACTUAL OVERALL TOTAL (2011)	242	18	73	50	383
APPROVED 2011 DPP	415	180	181	280	1056
ACTUAL OVERALL TOTAL (2010)	103	54	222	165	544
APPROVED 2010 DPP	298	128	382	50	858
ACTUAL OVERALL TOTAL (2009)	138	42	283	123	443
APPROVED 2009 DPP	391	200	404	165	1160
ACTUAL OVERALL TOTAL (2008)	175	0	268	246	689
APPROVED 2008 DPP	392	32	300	335	1059
ACTUAL OVERALL TOTAL (2007)	590	114	255	0	959
APPROVED 2007 DPP	662	64	361	0	1087
ACTUAL OVERALL TOTAL (2006)	522	0	126	0	648
APPROVED 2006 DPP	855	106	326	0	1287
ACTUAL OVERALL TOTAL (2005)	759	128	331	0	1218
APPROVED 2005 DPP	1056	140	324	0	1520
ACTUAL OVERALL TOTAL (2004)	315	66	211	100	692
APPROVED 2004 DPP	805	85	349	100	1339
ACTUAL OVERALL TOTAL (2003)	774	60	126	50	960
APPROVED 2003 DPP	926	134	125	0	1185
ACTUAL OVERALL TOTAL (2002)	567	120	127	199	1013
APPROVED 2002 DPP	1002	152	168	199	1521
ACTUAL OVERALL TOTAL (2001)	575	84	410	425	1494
APPROVED 2001 DPP	790	166	449	446	1851

D. Comparison of Approved and Registered Units by Year



Attachment 2 – Proposed Registration Activity, 2012 – post 2013

SUMMARY OF 2012-POST 2013 PROPOSED STAGING DWELLING UNIT TARGETS

Sector	Single	Semi-Detached	Townhouses	Apartments	Total
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2012 Proposed Registrations

Northeast	187	86	225	0	498
Northwest	117	0	50	0	167
South	113	86	194	130	523
Subtotal	417	172	469	130	1188
In Built Boundary	72	28	0	0	100
In Greenfield	345	144	469	130	1088

2013 Anticipated Registrations

Northeast	150	86	352	147	735
Northwest	0	0	0	0	0
South	279	62	119	405	865
Subtotal	429	148	471	552	1600
In Built Boundary	17	8	86	0	111
In Greenfield	412	140	385	552	1489

Post 2013 Anticipated Registrations

Northeast	277	52	166	298	793
Northwest	0	0	0	877	877
South	90	0	302	682	1074
Subtotal	367	52	468	1857	2744
In Built Boundary	0	0	0	0	0
In Greenfield	367	52	468	1857	2744

2012 DPP OVERALL	1213	372	1408	2539	5532
2011 DPP OVERALL	1712	370	1180	2148	5410
2010 DPP OVERALL	1858	410	1518	1941	5727
2009 DPP OVERALL	2122	364	1684	1757	5927
2008 DPP OVERALL	2297	486	1841	2354	6978
2007 DPP OVERALL	2780	486	1739	2253	7258
2006 DPP OVERALL	3082	450	1848	1964	7344
2005 DPP OVERALL	3767	646	2198	2013	8624
2004 DPP OVERALL	3867	734	2012	2071	8684
2003 DPP OVERALL	4132	806	1752	1935	8625
2002 DPP OVERALL	4141	831	1628	2127	8727

Attachment 3 – Draft Plan Approval Activity

A. DRAFT PLAN APPROVAL ACTIVITY

Plans Anticipated to be Considered for Draft Plan Approval in 2012						
	Detached	Semi-Detached	Townhouses	Apartments	Total	Density p+tj/ha
Northeast						
23T-11501						88
115 Fleming	0	0	63	0	63	
23T-11502						
Metrus East Node	0	0	201	0	201	167
Total Northeast	0	0	264	0	264	-
Northwest						
none	0	0	0	0	0	-
South						
23T-08503 (*)						
Dallan Ph 1	42	26	41	91	200	45
23T-08503						
Dallan Ph 2	35	0	15	114	164	115
23T-10501						
246 Arkell Road	0	24	68	0	92	63
23T-01508						
Kortright East Ph 3	104	62	38	0	204	53
23T-01508						
Kortright East Ph 4	199	0	26	0	225	65
Total South	380	112	188	205	885	-
Overall Total	380	112	452	205	1149	
Total in Built Boundary	0	0	0	0	0	-
Total in Greenfield	380	112	452	205	1149	-

(*) - phase carried over from approved 2011 DPP

B. COMPARISON OF ACTUAL AND APPROVED DRAFT PLANS BY YEAR

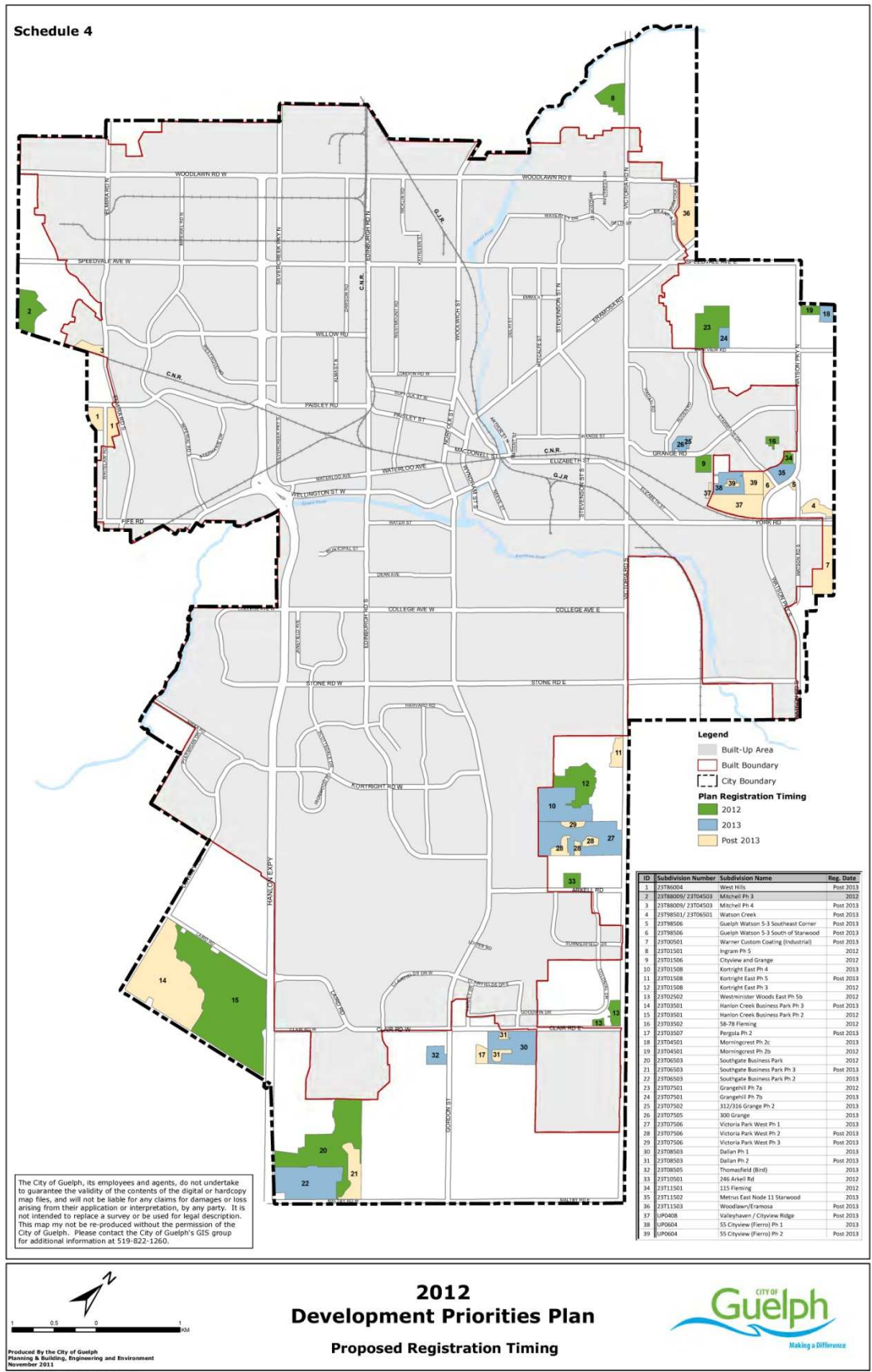
	Detached	Semi-detached	Townhouses*	Apartments*	Total
ACTUAL OVERALL TOTAL (2011)	221	70	167	425	883
APPROVED in 2011 DPP	304	96	258	668	1326
ACTUAL OVERALL TOTAL (2010)	0	0	0	0	0
APPROVED in 2010 DPP	156	86	132	230	604
ACTUAL OVERALL TOTAL (2009)	138	42	370	123	673
APPROVED in 2009 DPP	334	74	549	77	1034
ACTUAL OVERALL TOTAL (2008)	68	94	25	165	352
APPROVED in 2008 DPP	459	156	123	402	1140
ACTUAL OVERALL TOTAL (2007)	34	0	64	0	98
APPROVED in 2007 DPP	-	-	-	-	675

Summary of 2007-2011 Draft Approvals						
Draft Approvals by Year	2011	2010	2009	2008	2007	Average
Expected in Approved DPP	1326	604	1034	1140	675	955.8
Actual Draft Approvals	883	0	673	352	98	401.2

Greenfield Draft Plan Approvals - Deficiency	
Based on 600 units per year (for 2007-2011):	
Current Unit Deficit:	994
plus 2012 allocation:	660
Total:	1654

* every year it is estimated that approximately 60% of the draft approved units will be greenfield units. This box demonstrates that the City has not been meeting that target and, therefore, there is a deficit of draft approved greenfield units. It is intended that the deficit be made up over time.

Attachment 4 – Proposed Registration Timing



COMMITTEE REPORT



TO Planning & Building, Engineering and Environment
Committee

SERVICE AREA Planning, Building, Engineering and Environment

DATE April 16, 2012

SUBJECT Brooklyn and College Hill Heritage Conservation District
Designation Process – Phase 2: Process and Timeline to
Address Outstanding Boundary Issues and Proposed
Public Consultation Program

REPORT NUMBER 12-45

SUMMARY

Purpose of Report: To provide a report recommending

- a process and timeline to address outstanding boundary issues in the early stage of Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process and
- a proposed public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process.

Committee Action: To decide whether to approve the process to address outstanding boundary issues and the public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process.

RECOMMENDATION

“THAT Report 12-45 dated April 16, 2012 from Planning & Building, Engineering and Environment, regarding the recommendation of a process to address outstanding boundary issues and a proposed public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process be received;

AND THAT Planning staff be directed to carry out the necessary steps of the recommended process to address outstanding boundary issues in the early stage of Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process;

AND THAT Planning staff be directed to carry out the recommended public consultation program for Phase 2 of the Brooklyn and College Hill Heritage Conservation District designation process.”

BACKGROUND

Municipal heritage conservation district studies have in the past generally followed a two-part process: a background study of the potential district’s heritage attributes together with identification of a boundary that appropriately encompasses those properties; and a heritage conservation district plan that provides guidance on how to manage properties within the area. This approach became formalized in 2005 when the Ontario Heritage Act was substantially amended to provide a comprehensive system of district study and designation.

The Ontario Heritage Act, (notably subsection 40(2)) prescribes that a study shall:

- (a) examine the character and appearance of the area that is the subject of the study, including buildings, structures and other property features of the area, to determine if the area should be preserved as a heritage conservation district;
- (b) examine and make recommendations as to the geographic boundaries of the area to be designated;
- (c) consider and make recommendations as to the objectives of the Plan under Section 41.1;
- (d) make recommendations as to any changes that will be required to the municipality’s official plan and to any municipal by-laws, including any zoning by-laws.

There is a clear expectation as part of the study process that a boundary would be sufficiently firmed up to be able to advance into the second phase of the district designation process, namely preparation of the district plan. The Ontario Heritage Act specifies the content of a heritage conservation district plan but there is no explicit reference to further examination or refinement of the district boundary.

The Brooklyn and College Hill HCD Study process is following this two-phase process. Phase 1 was completed and the Assessment Report was received by Council on Feb 27, 2012 and Council directed that Phase 2 of the process commence.

Through Phase 1 of the Brooklyn and College Hill HCD Study process, the consultants have carefully evaluated the cultural heritage value of the subject area, examined all available research materials and considered the specific requirements of Ontario Heritage Act and identified a recommended district boundary.

As noted above, normally, a recommended boundary is determined and confirmed in Phase 1, however, due to public submissions regarding the boundary during the Phase 1 process the staff report recommended that the recommended boundary be

acknowledged and that staff be directed to report back to Council with a final recommended HCD boundary during the second phase of the district designation process.

At the February 27 Council meeting there were a number of delegations and written submissions raising concerns about the recommended boundary and the issues were discussed at length. There was also significant discussion regarding the Phase 2 public communication/engagement process and the need to consider enhanced approaches to increase community awareness and involvement in Phase 2.

As a result of the above noted discussions at the February 27 Council meeting, the following two additional resolutions were passed:

THAT staff report back to the April 16, 2012 meeting of the Planning, Building, Engineering and Environment Committee to present a timeline to address the outstanding boundary issues.

THAT staff report back to the April 16, 2012 meeting of the Planning, Building, Engineering and Environment Committee on a proposed public consultation program to be carried out as part of the second phase of the Heritage Conservation District designation process.

This report responds to these two resolutions.

REPORT

Recommended Process and Timeline to Address Outstanding Boundary Issues

As noted earlier, the recommended boundary in the Phase 1 Assessment Report was based on the consultant's careful evaluation of the cultural heritage value of the subject area, examination of all available research materials and consideration of the specific requirements of Ontario Heritage Act.

The public concerns raised with regard to the boundary generally fall into two categories:

- a) concerns that there are inaccuracies or errors in the Phase 1 Assessment Report which resulted in certain properties/areas being incorrectly included within the boundary; and,
- b) concerns about the implications about being included in a HCD and therefore wanting to be excluded.

In order to finalize the recommended boundary, it is proposed that a process be followed to allow the concerned landowners/stakeholders to submit new information to address the first category of concern.

Property owners/stakeholders who have expressed concerns regarding the proposed district boundary are being given an opportunity to provide any "new" information that they feel the consultants and staff should be made aware of. This

technical evidence could take the form of confirmation or correction of content found in the consultant's HCD Study – Heritage Assessment. This gives property owners the opportunity to provide a rationale based on technical information as the basis for potentially amending the boundary.

In terms of the second category of concerns, although it is completely legitimate to raise questions around the implications of being included within the HCD, these types of concerns are best addressed in Phase 2 during the HCD Plan development. They are not, in and of themselves, sufficient technical issues to support a re-evaluation of the recommended boundary.

Following Council's direction to staff to provide a recommended process for finalizing the HCD boundary early in the district plan portion of the study process, and to consider new information that may provide a rationale for refining the boundary in certain areas staff is proposing the following process of review:

- 24 April 2012, staff contacts property owners and stakeholders that have expressed boundary concerns and invites them to discuss their concerns, clarify the process and rationale for the current proposed boundary and for them to provide additional technical information to assist staff and consultant to evaluate the boundary.
- 18 May 2012, formal submission process closes
- late May/early June 2012 staff review findings and develops final recommendations
- July 3rd Council Planning makes formal decision on district boundary

Proposed Public Consultation Program for the Phase 2 of the HCD Process

The initial identification of this area as a priority candidate for a HCD arose out of the Old University and Centennial Neighbourhood Community Improvement Plan which was a community-based and highly participatory process. From the outset of the Brooklyn and College Hill Heritage Conservation District designation process the City has been committed to a significant public consultation program that is well over and above the Ontario Heritage Act requirements as set out in the consultant's current work plan.

Recognizing the issues expressed as part of Phase One of the heritage conservation district process, and given Council's direction in this matter, staff and consultant team have developed a proposed enhanced consultation program described below. In preparing this program, the consultant has considered approaches and techniques that have been effective in other HCD studies they have managed and staff have conducted a best practice review of several other comparable municipalities with active HCD programs. (It should be noted that this process of engagement is distinct and separate from the matter of finalizing the proposed district boundary described previously.)

Key elements of the enhanced public consultation program are:

- HCD FAQ sheet presented on City website
- focused community workshop (using work books and smaller, rotating breakout discussion groups)

-
- workshop summary report
 - 3 community newsletters at key stages in the Phase 2 process (generally prior to public meetings)
 - meetings with individual landowners/stakeholders as requested
 - 3 public meetings during HCD Plan development and finalization (including statutory public meeting and Council decision meeting)

A key first step in this proposed enhanced public consultation program is a focused community workshop, in early June 2012, the objective of which would be to address those matters that arose out of the earlier public meetings whereby property owners were concerned about how new infill would be accommodated within the district, what types of alterations (such as changing windows) would be acceptable and where additions should be placed. Staff is suggesting that such a workshop be conducted using a variety of tools including presentations on particular themes, examples from elsewhere, the use of work books and smaller, rotating breakout discussion groups. Prior to the workshop, a community newsletter would be distributed providing information on Phase 2 of the HCD process and describing the community workshop and inviting participation. This information would also be available on the City's website.

Following the conclusion of the focused workshop, the consultant will be producing a workshop summary report which would be distributed to all participants and posted on the City website. It is anticipated that staff and the consultants would advise the HCD Community Working Group and Heritage Guelph of findings to date and future work to be carried out.

With feedback gained from this first workshop the consultants would then commence work on a preliminary draft of the heritage conservation district plan and guidelines addressing those matters identified in the background study report and as required by the Act as well as any critical issues arising from the workshop. Early in July it is anticipated that the consultant team and staff would also be working with a confirmed district boundary. The consultant team work would continue during July on preparing a preliminary draft plan for internal City review and comment during August.

In early Fall 2012 it is expected that a preliminary draft heritage conservation district plan and guidelines would be released for public comment and presented at a non-statutory public meeting in October.

Following receipt of comments, further revisions may be made to the draft in response to public submissions. The HCD plan and design guidelines would then be considered a final draft for formal consideration at a statutory meeting required by the Ontario Heritage Act. The statutory meeting would form part of a regularly scheduled Council Planning meeting that would allow for consideration of any further comments and refinement. The final refined draft would then be considered at a Council meeting whereby any final submissions by property owners or other interests could be considered prior to Council decision on designation and adoption of the District Plan in late Fall/early Winter.

CORPORATE STRATEGIC PLAN

Strategic Plan Mission – To achieve excellence through leadership, innovation, partnerships, and community engagement.

Goal 4 – A vibrant and valued arts, culture and heritage identity.

Strategic Objective 4.4 – Intact and well managed heritage resources.

Strategic Objective 4.5 – Capitalize on our cultural and heritage assets to build economic prosperity, quality of life and community identity.

Goal 5 – A community-focused, responsive and accountable government.

Strategic Objective 5.2 – A consultative and collaborative approach to community decision making.

FINANCIAL IMPLICATIONS

The proposed enhanced public consultation program may cost from \$10,000 to \$15,000. This additional expense can be accommodated in the Council approved budget upset limit of \$90,000 for the Brooklyn and College Hill Heritage Conservation District designation process.

DEPARTMENTAL CONSULTATION

Not applicable

COMMUNICATIONS

Not applicable

ATTACHMENTS

Not applicable

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COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment Committee**

SERVICE AREA Planning, Building, Engineering and Environment
DATE April 16, 2012

SUBJECT **40 Wellington Street West Brownfield Redevelopment Community Improvement Plan – Tax Increment-Based Grant Request**

REPORT NUMBER 12-41

SUMMARY

Purpose of Report:

To seek Council’s approval of a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan for 40 Wellington Street West. The report identifies a total grant upset limit, and projects the pace of paying out the grant under two development scenarios.

Committee Action:

To consider staff’s recommendation to approve the applicant’s grant request; to direct staff to prepare a grant agreement; and to authorize the Mayor and Clerk to sign the agreement.

RECOMMENDATION

“THAT Planning & Building, Engineering and Environment Report 12-41 dated April 12, 2012 regarding a request for a Tax Increment-Based Grant for the property municipally known as 40 Wellington Street West pursuant to the Brownfield Redevelopment Community Improvement Plan be received;

AND THAT the request by 2065404 Ontario Inc. for a Tax Increment-Based Grant pursuant to the Brownfield Redevelopment Community Improvement Plan be approved to an upset total limit of \$565,730 subject to the program details set out in Attachment 4;

AND THAT staff be directed to proceed with the finalization of a Tax Increment-Based Grant agreement with 2065404 Ontario Inc. or any subsequent owner(s) to the satisfaction of the General Manager of Planning Services, the General Manager of Legal and Realty Services/City Solicitor, and the City Treasurer;

AND THAT the Mayor and Clerk be authorized to sign the Tax Increment-Based Grant Agreement.”

BACKGROUND

Guelph's Brownfield Redevelopment Community Improvement Plan (CIP)

The City's Brownfield Redevelopment CIP was approved by the Minister of Municipal Affairs and Housing in March of 2004 and amended by Council on July 7, 2008. The purpose of the CIP and its financial incentive programs is to stimulate investment in remediation, reuse and redevelopment of brownfield sites that otherwise would not be redeveloped. The premise of the CIP is that City investment in the remediation and redevelopment of brownfield sites will result in proportionally greater improvements to environmental and neighbourhood conditions while creating additional tax revenues in the long-term that would not otherwise be realized if the brownfield site remained vacant or underutilized. Additional rationale for providing financial incentives to brownfield redevelopment is presented in Attachment 1.

Site Background

The subject property is known municipally as 40 Wellington Street West (Site). The 1.17 hectare Site is within Downtown near the southwest corner of Gordon Street and Wellington Street (see Attachment 2).

The Site is currently vacant and has historically been used to manufacture radio electronics and power tools, most recently by Rockwell International. While Rockwell no longer owns the site, they maintain responsibility for preventing contaminated groundwater from leaving the Site. This is being achieved through a "pump and treat" system that Rockwell installed in 1999 and currently operates.

A Record of Site Condition (RSC) was filed with the Ministry of the Environment in 2005 that permits commercial development given current levels of contamination provided certain risk management measures are implemented including the installation of a vapour barrier.

The Official Plan designates the Site as "Special Policy Area/Flood Plain" further specified as "Commercial Mixed Use". The Site is zoned Specialized Commercial Residential (CR-3) that permits a range of commercial, institutional and residential uses. A triangle at the southwest corner of the Site is zoned Regional Park (P.4) and a sliver along the northern edge is zoned floodplain (FL).

The City has received an application to rezone the land to permit a commercial development with 3,502 m² of ground floor area and a 186 m² mezzanine. Additional details of the proposed development can be found in Council Report 11-95, entitled 40 Wellington Street West – Proposed Zoning Bylaw Amendment (File ZC1112) Ward 5 and dated December 5, 2011.

REPORT

2065404 Ontario Inc. has applied for a Tax Increment-Based Grant (TIBG) pursuant to the Brownfield Redevelopment CIP for the Site to offset cost associated with designing and constructing a vapour barrier, relocating monitoring wells, and excavating, removing and/or treating soil required for construction (see Attachment 4 for program details). Under the TIBG program, the City can provide annual

grants that are based on the increase in the municipal tax levy (tax increment), which is defined as the difference between pre and post-development municipal taxes for a site. Once development is complete and property value is reassessed, taxes are paid in full by the future property owner(s). Under this program, 80 percent of the municipal portion of the tax increment is issued to the applicant (or designate) as an annual grant for a maximum of 10 years or until eligible remediation costs are reimbursed. The remaining 20 per cent of the tax increment is directed to the City's Brownfield Reserve Fund and used to fund the Brownfield Redevelopment CIP programs.

Calculation of Potential Maximum Tax Increment-Based Grant (TIBG)

The calculation of the potential maximum TIBG is based on current and proposed zoning scenarios. Building the maximum permitted by the current zoning is shown under Scenario A and the maximum annual grant under the proposed rezoned development is shown under Scenario B in the table below. Attachment 5 provides detailed annual grant allocations and assumptions used in calculating the maximum potential TIBG under the two reassessment scenarios.

	Scenario A	Scenario B
Permitted Development	400 m ²	3,688 m ²
Tax Increment	\$9,384	\$86,539
Maximum Potential Annual Grant	\$7,507	\$69,232
Maximum Potential Grant over 10 Years	\$75,072	\$692,315

It should be emphasized that the TIBG does not require or presume any outcome for the current planning application on the Site. Council's consideration of the TIBG will not affect Council's discretion when considering the application for a rezoning of the Site. The estimates above are provided to assist Council in considering the grant request, but the ultimate tax increment and resulting grant is calculated using the actual reassessment that occurs after the development is complete.

Eligible Costs

The applicant has submitted a cost estimate for undertaking actions necessary to implement the risk mitigation measures outlined in the 2005 Record of Site Condition and address other cost associated with developing a contaminated Site. The applicant has submitted costs of \$690,580 to be reimbursed under the grant. Engineering staff have reviewed the Proponent's Work Plan and Cost Estimate and have identified costs which are not eligible under the CIP and advise that \$565,730 in costs are eligible (see attachment 6). Staff recommend that this estimate serve as the upset limit for the TIBG since the grant cannot exceed the eligible costs. No TIBG will be provided until redevelopment is complete and reassessment of the development results in an increase in assessed value.

Projected Annual Municipal Taxes and Grants

In Scenario A the remediation costs are greater than the potential maximum so the grant would be the potential maximum of \$75,072 over 10 years. In Scenario B, the eligible costs are less than the maximum potential grant as calculated above and the grant would be capped by the eligible costs of \$565,730. Larger annual grants would be paid under Scenario B because the tax increment is higher. Accordingly, eligible costs would be fully reimbursed under Scenario B and more taxes would be retained by the City.

Relationship to Downtown Guelph CIP

On its application for a brownfield TIBG, the applicant has signified its intent to apply for Major Activation Grant under the Downtown CIP. This report considers the potential relationship between Brownfield TIBG and DGCIP incentive applications for Council's information.

The DGCIP was adopted in 2010 and amended on November 7, 2011. Draft Implementation Guidelines were presented to the Corporate Administration, Finance & Emergency Services (CAFES) Committee and are expected to be brought to Council for adoption in Spring 2012. The Guidelines speak to the need for coordination among Brownfield Redevelopment CIP, Downtown Guelph CIP and heritage grant programs.

The Site is within the Downtown Guelph Community Improvement Project Area, and the proposed development may be eligible for a Major Downtown Activation Grant (DAG). The Implementation Guidelines specify:

- That there can be no 'double dipping' to offset the same cost under different CIP programs;
- that the total grants pursuant to the Brownfield (including 20% Brownfield reserve contribution) and Downtown tax increment programs cannot exceed the 10-year tax increment;
- that where projects are eligible under both CIPs, they will proceed first under the Brownfield Redevelopment CIP; and
- the total grants provided to all projects in the City cannot exceed the amounts specified in the Brownfield, Heritage and Downtown Redevelopment Grant Program funding model.

Subject to Council approval, annual grants of up to 80% of the increment would be provided under the Brownfield TIBG until the upset limit is reached, the remaining 20% would be retained by the City. Should any of the 10-year tax increment remain after Brownfield grants are awarded, and subject to council approval, that amount could be available to fund Major DAGs. Unlike the Brownfield TIBG where 80% of the tax increment is available for grants, 100% of the tax increment is available to offset Major DAG eligible costs.

Recommendation and Summary

Staff recommend that Council approve 2065404 Ontario Inc's application for a TIBG to an upset limit of \$565,730.

It should be noted that while the program would result in approximately \$75,072 under Scenario A or \$565,730 under Scenario B of municipal taxes being granted back to the owner over the term of the grant and that current taxpayers would have to cover the additional service costs of this growth during this period, there would be significant tax revenue generated for the City when compared to the status quo. Once the redevelopment of the site is complete and the grant period is over, the City would retain additional annual municipal taxes of approximately \$9,348 in Scenario A or \$86,539 in Scenario B.

CORPORATE STRATEGIC PLAN

Goal 1: An attractive, well-functioning and sustainable city

Goal 2: A healthy and safe community where life can be lived to the fullest

Goal 6: A leader in conservation and resource protection/enhancement

FINANCIAL IMPLICATIONS

The upset limit for this Brownfield TIBG agreement will be \$565,730 in Scenario B which is the estimated gross eligible cost of the brownfield redevelopment. It is only upon completion of the improvement and property reassessment that the annual grant payments will begin, limited by the actual property tax increment collected in any given year, but the full grant commitment will be recognized at that time as a long-term liability of the City much like a debt issue. The City's total debt as a percentage of operating fund revenue would increase by about 0.02% in the year when the grant commitment is recognized for this project.

This agreement is one of a series of Brownfield TIBG agreements which, in turn, are part of a set of strategic incentives for heritage, brownfield, and downtown redevelopment. Financial incentives are offered to developers to encourage the City's desired type of redevelopment, but these incentives involve large grant amounts over an extended period. Although the redevelopment produces increased property assessment and tax revenue, the increased number of employees and shoppers produces increased operating costs required because of an increased need for services. As the increased tax revenue from the additional property assessment is foregone to fund the redevelopment grants, it is not available to fund increased operating costs, which must then be funded from the general tax levy during the grant period. The incremental tax levy impact is estimated to be minimal under Scenario A and approximately 0.01% each year for five years under Scenario B.

Brownfield TIBG agreements provide for annual grants calculated at 80% of the property tax increment and allow for contributions to the Brownfield Strategy Reserve calculated at 20% of the tax increment. This reserve is used to fund environmental study grants consistent with the parameters established in the Brownfield CIP.

Other heritage, brownfield, and downtown redevelopment agreements, whether for the same property or other properties, must be taken into consideration by the City in determining the total cost of redevelopment grants and how they can best be accommodated in the City's financial planning. In order to address this issue, staff presented a funding model for Heritage, Brownfield and Downtown tax increment based grants to CAFES Committee on April 10, 2012 that recommends the total

grant funding amount and timing for all these programs combined. Although it would be preferable for Council to adopt this funding model prior to PBEE Committee's consideration of the 40 Wellington Street West Brownfield TIBG, given the time sensitivity of this application (staff understand a timely decision on the project is key to the viability of the project) it is considered appropriate to bring the grant request forward for consideration at this time. This grant, if approved, can be accommodated within the proposed overall TIBG funding envelope.

DEPARTMENTAL CONSULTATION

Financial Services
Downtown Renewal
Legal Services

COMMUNICATIONS

N/A

ATTACHMENTS

- Attachment 1 – The Value of Brownfield Redevelopment
- Attachment 2 – Location Map
- Attachment 3 – Zoning Map
- Attachment 4 – Tax Increment-Based Grant Program Details
- Attachment 5 – Estimated Annual Tax Increment-Base Grant Payments
- Attachment 6 – Remedial Work Plan - Eligible Costs

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Attachment 1 - The Value of Brownfield Redevelopment

Importance of Brownfield Redevelopment

The City's records indicate that there are approximately 420 potential brownfield properties within the City. Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of cleanup. Furthermore, brownfield sites pose a potential threat to the quality of Guelph's groundwater-based drinking water supply and surface waters.

The Brownfield Redevelopment CIP provides financial incentives to undertake the studies and remedial work necessary to redevelop brownfield sites and eliminate the potential negative impacts to the City's water supply and the water quality of the City's rivers, which are important for sustaining fisheries, as well as aesthetic and recreational resources.

There are a number of additional benefits to the redevelopment of brownfield sites. For example, they are often located within existing built up areas of the City where hard and soft infrastructure services are already available, and additional infrastructure expenditure may not be required to service them. The redevelopment of brownfield sites can help reduce the stigma attached to both the subject and nearby properties thereby increasing their property values. Furthermore, redevelopment can bring the long-term benefits of increased tax revenue contributing the fiscal sustainability of the City.

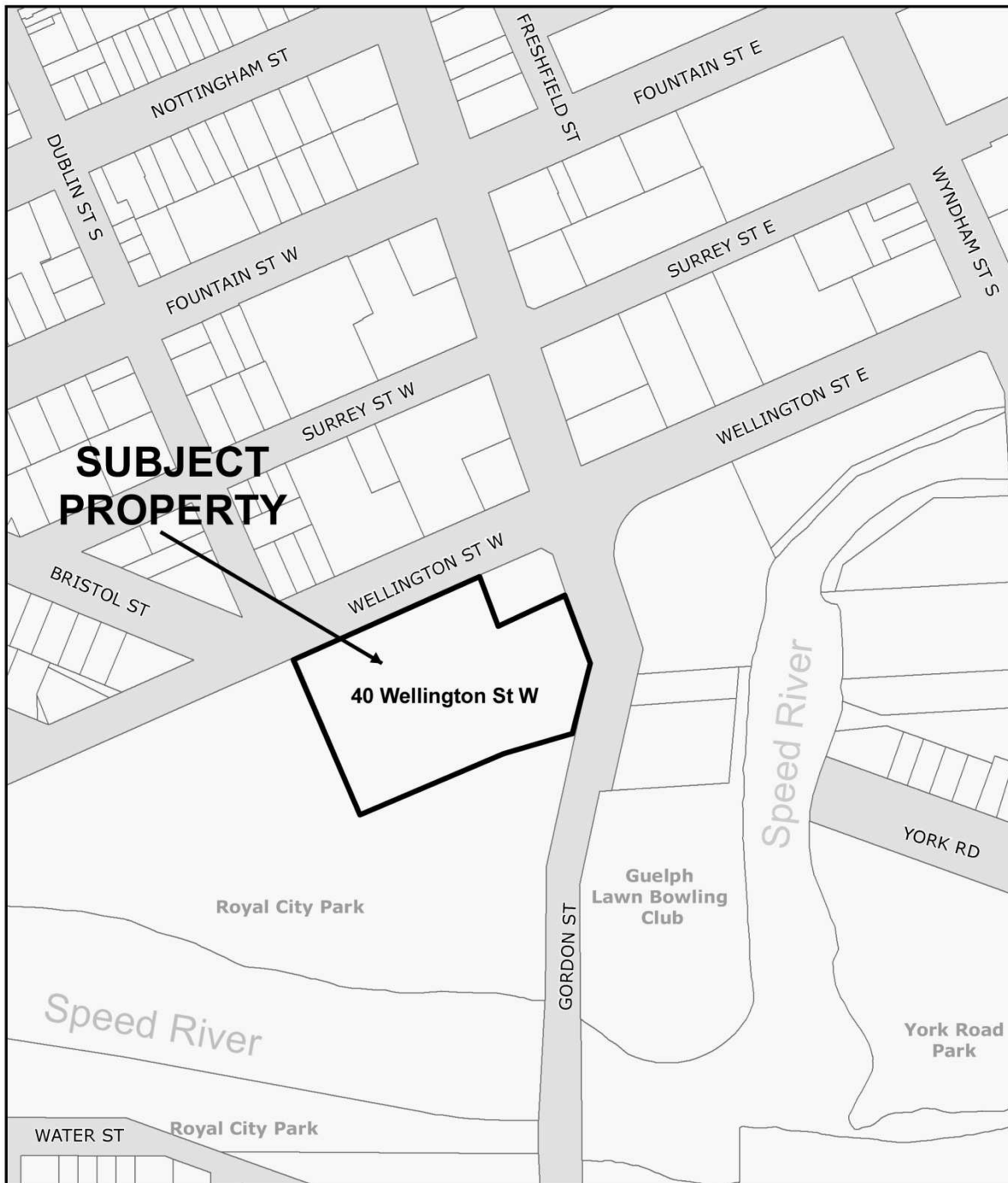
As the City moves forward with the implementation of its Growth Management Strategy, Draft Downtown Secondary Plan, Community Energy Initiative and Source Water Protection planning, the redevelopment of brownfield sites will play an increasingly important role in the achievement of the City's strategic goals and in particular the intensification targets for the built-up areas in general and the Downtown in particular.

The Value of Remediation and Redevelopment of 40 Wellington Street West

Remediation and redevelopment of the Site has several strategic benefits in addition to those listed above:

- Site is within the Urban Growth Centre (Downtown), identified as a focal point for major population and employment growth in the Official Plan;
- Redevelopment will expedite remediation of the site adjacent to the Speed River and reduces potential for contaminating groundwater and surface water resources;
- Redevelopment from the current vacant use to commercial uses leads to increase in tax revenues; and
- Redevelopment will contribute to the vibrancy of Downtown at a key gateway location.

Attachment 2 – Location Map

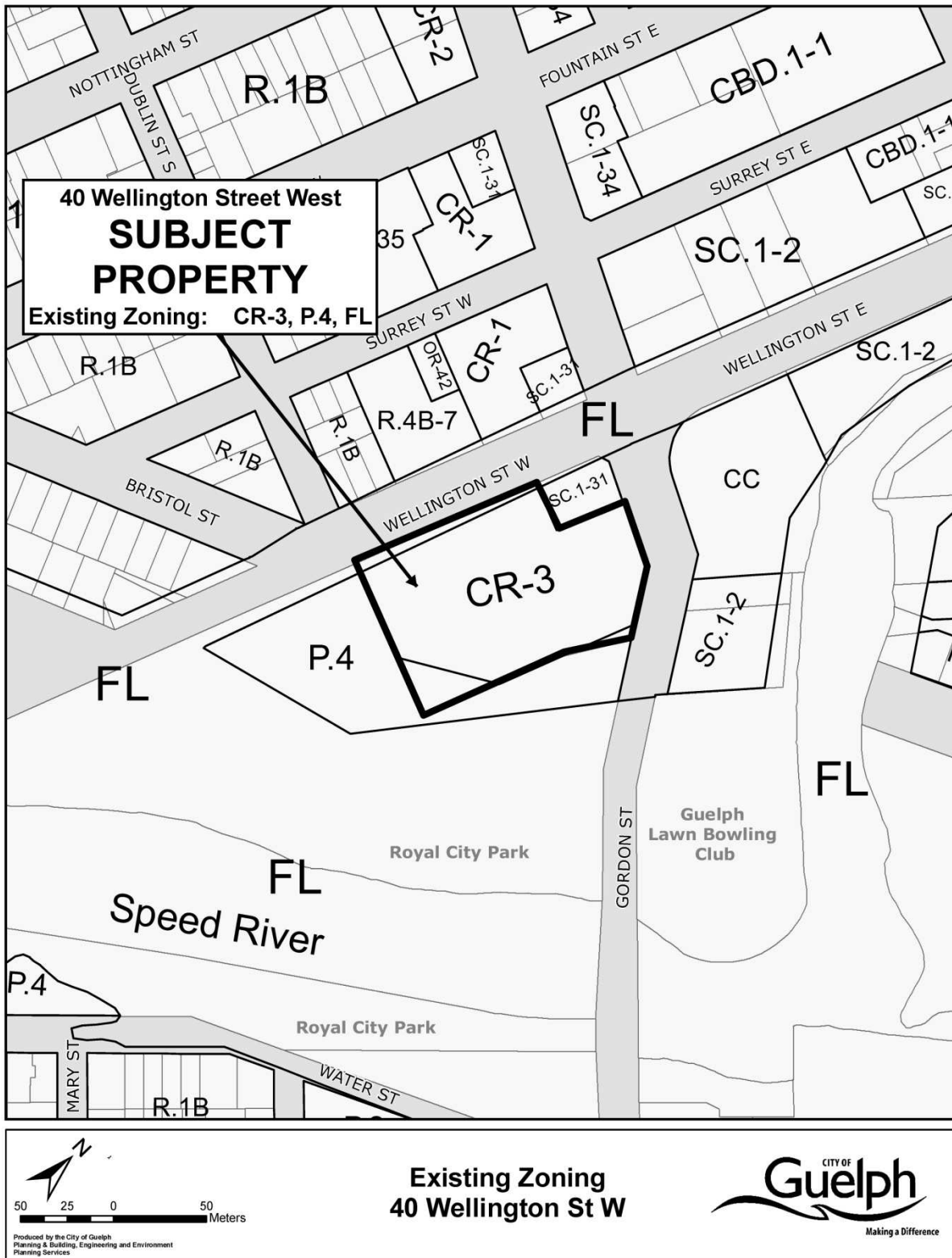


Produced by the City of Guelph
Planning & Building, Engineering and Environment
Planning Services

Location Map
40 Wellington St W

CITY OF Guelph
Making a Difference

Attachment 3 – Zoning Map



Attachment 4 – Tax Increment-Based Grant Program Details

Excerpted from the City of Guelph Brownfield Redevelopment Community Improvement Plan)

Schedule 2. Tax Increment-Based (or Equivalent) Grant Program

Legislative Authority:

- Section 28 of the Planning Act

Application:

- City-wide

Theme:

- Reducing financial barriers

Purpose

- To stimulate private sector investment in redevelopment
- To reimburse private sector clean-up costs without incurring debt to the municipality
- To increase the long-term municipal tax base
- To reward remediation and redevelopment of brownfield properties

Rationale:

Without redevelopment, the City would not be receiving increased tax revenue. Once the grant period ceases, the City collects the full amount of municipal taxes for the redeveloped property. To encourage lending institutions to provide site assessment and remediation loans for brownfields projects, the tax increment-based grant may be used to secure those loans through an agreement between the City, the land owner and the lending institution.

Departments:

- Finance (calculate and disburse tax rebates)
- Planning (lead: coordination)
- Legal (prepare agreements)

Priority:

- Year 1 – Prepare community improvement plan
- Year 2 - Implementation

Costs:

- Staff time
- In the event that brownfield redevelopment takes place, the municipal tax base will grow more slowly.

Details:

- Grants are based on the future increase in tax assessment and consequent increase in property tax revenues resulting from redevelopment of eligible brownfields properties. As property assessment rises, taxes payable on a property also rise. The developer will pay the increased taxes to the City as normal, and will subsequently be provided a tax increment-based grant from the Municipal portion of the increase. The total value of the grant provided under this program shall not exceed the total value of the work done under the Eligible Brownfield Rehabilitation Costs, as set out below.
- The total value of any tax increment-based grant shall not exceed the total value of work done under the Eligible Brownfield Rehabilitation Costs set out below, or shall not exceed the maximum grant time horizon of 10 years, whichever is the lesser amount. Tax increment-based grants will only be available when building permits have been issued and the assessed value of the property increases. The program is intended to encourage the remediation and redevelopment of contaminated properties.
- The total value of any tax increment-based grant shall not exceed the total value of work done under Eligible Brownfield Rehabilitation Cost as set out below, or shall not exceed the maximum grant time horizon of 10 years, whichever is the lesser amount. Tax increment-based grants will only be available when building permits have been issued and the assessed value of the property increases. This program is intended to encourage the remediation and redevelopment of contaminated properties.

Eligible Brownfield Rehabilitation Costs

Eligible costs include:

- Phase 2 Environmental Site Assessment costs
- Costs of preparing remedial work plans

- Demolition costs
- Site rehabilitation costs
- Costs of complying with the requirements of a Certificate of Property Use
- Costs of rehabilitating building contamination for projects involving re-use of existing structures.

Process

- Both the pre-construction and post-construction property assessments are established and approved by the City. The City reserves the right to obtain an independent third party to review the proposed remediation program and costing.
- Eligible Brownfield Redevelopment Costs are identified and certified;
- The owner continues to pay the property taxes for the site at its pre-construction assessment value.
- The difference between the 'pre-construction' taxes and 'post-construction' taxes (municipal portion) is calculated.
- Reassessment must result in higher assessment.
- This difference is the portion eligible for a grant to offset the Eligible Brownfield Rehabilitation Costs incurred.
- This grant is available for a set period of time set out in an agreement between the municipality and owner for a maximum of 10 years.
- Before any tax increment-based grant is issued, a Record of Site Condition must be prepared by a qualified person certifying site remediation to appropriate contaminant levels for the intended property use, as set out in the Environmental Protection Act and supporting regulations, and submitted to the City along with a copy of the Ministry of Environment's written acknowledgement.
- The tax increment-based grant can be issued to the property owner, or to whoever the grant is assigned by the owner.
- An agreement must be entered into by the property owner and the City, regarding the details of the tax increment-based grant.

Details:

- Tax increment grants will be provided in equal installments in the amount of 80% of the municipal portion of the property tax increase. The remaining twenty percent of the municipal portion of the property tax increase is paid by the property owner and allocated to a brownfields reserve account for municipal brownfield initiatives.
- The definition of vacant land will refer to the status of the property at the time of program approval. If subsequent demolition occurs the tax increment will be the difference between the assessment at the time of program approval and that following reassessment. It is the intent of this clause to avoid unnecessary demolitions and support adaptive re-use of architecture.
- Grant applications cannot be retroactively applied.
- It is the intent of this program that tax increment-based grants can be used to cover only the eligible Brownfield Redevelopment Costs exclusive of any other brownfield incentive provided.
- Applications for tax increment-based grants will be reviewed and approved by the Planning Department
- The City reserves the right to independently audit Eligible Brownfield Redevelopment Costs.
- The City and the property owner will enter into an agreement. This agreement will specify the terms of the financing; the activities which will be considered Eligible Brownfield Redevelopment Costs, the duration of the grant, the owner's obligations should the owner default on the Agreement, and any other requirements specified by the City.

Attachment 5: Estimated Tax Increment-Based Grant Payments

Year	Assessment Scenarion A					Assessment Scenarion B				
	Municipal Levy	Tax Increment	Portion Retained By City ¹	Portion Granted to Applicant	% Eligible costs reimbursed	Municipal Levy	Tax Increment	Portion Retained By City ¹	Portion Granted to Applicant	% Eligible costs reimbursed
1	\$26,468	\$9,384	\$1,877	\$7,507	1%	\$103,623	\$86,539	\$17,308	\$69,232	12%
2	\$26,468	\$9,384	\$1,877	\$7,507	3%	\$103,623	\$86,539	\$17,308	\$69,232	24%
3	\$26,468	\$9,384	\$1,877	\$7,507	4%	\$103,623	\$86,539	\$17,308	\$69,232	37%
4	\$26,468	\$9,384	\$1,877	\$7,507	5%	\$103,623	\$86,539	\$17,308	\$69,232	49%
5	\$26,468	\$9,384	\$1,877	\$7,507	7%	\$103,623	\$86,539	\$17,308	\$69,232	61%
6	\$26,468	\$9,384	\$1,877	\$7,507	8%	\$103,623	\$86,539	\$17,308	\$69,232	73%
7	\$26,468	\$9,384	\$1,877	\$7,507	9%	\$103,623	\$86,539	\$17,308	\$69,232	86%
8	\$26,468	\$9,384	\$1,877	\$7,507	11%	\$103,623	\$86,539	\$17,308	\$69,232	98%
9	\$26,468	\$9,384	\$1,877	\$7,507	12%	\$103,623	\$86,539	\$74,662	\$11,877	100%
10	\$26,468	\$9,384	\$1,877	\$7,507	13%	\$103,623	\$86,539	\$86,539	\$0	100%
Total			\$18,768	\$75,072	13%			\$299,665	\$565,730	100%
Amount Available for Downtown Major Activation Grant					\$0	\$158,232				

Common Parameters

pre levy	\$17,084
eligible costs	\$565,730

Scenarion A parameters

post rate	2.18 /sq ft [*]
post levy	\$26,468 [†]
tax increment	\$9,384 [‡]

Scenarion B Parameters

post rate	2.18 /sq ft ^a
post levy	\$103,623 ^b
tax increment	\$86,539 ^c

1 after 100% of brownfield CIP eligible costs are refunded, these funds may be available for a Downtown Major Activation Grant subject to Council approval

* 2012 average commercial municipal rate

a 2012 average commercial municipal rate

† comm land levy + (400 m2) (*10.8 m2 in a sq ft) *(\$2.18/ sq ft)

b comm land levy + (3,688 m2 *10.8 m2 in a sq ft *\$2.18/ sq ft)

‡ (post levy A) - (pre levy)

c (post levy B) - (pre levy)

Attachment 6: Remedial Work Plan - Eligible Costs

<u>Type of Work</u>	<u>Estimated Cost</u>
Liquid Boot/Vapour Barrier	\$359,500
Contaminated Soil Excavation & Disposal	\$77,730
Monitoring Well Decommissioning & Replacement	\$128,500
Total	<u>\$565,730</u>

COMMITTEE REPORT



TO: **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning, Building, Engineering and Environment
DATE April 16, 2012

SUBJECT Rolling Calendar

SUMMARY

Purpose of Report: To provide Committee with a 'Rolling Calendar' outlining regular reports expected throughout a calendar year.

Committee Action: To receive for information.

RECOMMENDATION

"THAT the Rolling Calendar attached hereto in the report from the Executive Director of Planning, Building, Engineering and Environment dated April 16, 2012, be received."

BACKGROUND

Council has requested each Standing Committee develop a Rolling Calendar which outlines, for Council and the public, reports that can be anticipated throughout a calendar year.

REPORT

Staff have developed the attached Rolling Calendar which outlines reports that are to be submitted in any one calendar year period. The Calendar includes required activities for each meeting (such as approval of minutes) and two distinctly different types of reports. The first being annual performance reports and the second being Mandate and charter reports where staff convey legislated compliance/accountability reports. The Rolling Calendar has been populated on a quarter-annual, incremental basis to allow a degree of flexibility in reporting requirements. It is intended the Rolling Calendar will evolve over time to better reflect the needs of Committee and City Council.

CORPORATE STRATEGIC PLAN

Goal 5: A community focused, responsive and accountable government

FINANCIAL IMPLICATIONS

N/A

DEPARTMENTAL CONSULTATION

Corporate and Human Resources - City Clerk's Department

COMMUNICATIONS

The Rolling Calendar will be updated regularly to reflect any additions or deletions of reports as well as to reflect changes to timing of the reports. The Rolling Calendar will be posted on the City's website.

ATTACHMENTS

Attachment "A" - Rolling Calendar for 2012

Original Signed by:

Recommended By:

Janet L. Laird, Ph.D.

Executive Director

Planning, Building, Engineering and Environment

519-822-1260, ext 2237

janet.laird@guelph.ca

Attachment "A"
Planning & Building, Engineering and Environment Committee
Rolling Calendar for 2012

Meeting Activity Schedule/ Performance & Accountability Reporting	Report	Q1	Q2	Q3	Q4
● Regular Meetings					
Declaration of Pecuniary Interest		●	●	●	●
Minutes	A	●	●	●	●
Presentations	R	○	○	○	○
Consent Agenda Reports	R	●	●	●	●
● Performance Reporting					
Rolling Calendar	R	●			
Building Services Annual Report	R	●			
Committee of Adjustment Annual Report	R	●			
Annual Report on Building Permit Fees, Costs and Building Stabilization Reserve Fund	R	●			
Termite Control Program Annual Report	R	●			
Heritage Guelph Work Plan Annual Update Report	R		●		
Waste Management Master Plan Implementation Annual Report	I		●		
Site Plan Review Committee Annual Report	I		●		
Biosolids Management Master Plan Update	I				●
Water Conservation and Efficiency PAC Annual Report	I				●
● Mandate and Charter Reporting					
Water Services Annual and Summary Report (note this report will include information on compliance and on the Water Conservation Program and the Lead Reduction Program)	I	●			
Annual Increase of Building Permit Fees	R		●		
Solid Waste Transfer Station & Wet-Dry Recycling Centre (including the new composting facility) Annual Report (Compliance)	I	●			
Wastewater Treatment Facility Annual Report (Compliance)	I	●			
Eastview Landfill Annual Report (Compliance)	I		●		
Development Priorities Plan	A		●		
Municipal Property & Building Commemorative Naming Annual Report	A/R			●	

● - scheduled ○ - as required

Report: I – Information sheets; R – Report receipt; A – Report for approval

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning, Building, Engineering and Environment
DATE April 16, 2012

**SUBJECT Building By-law Revisions, New Administration Fees and
Annual Increase of Building Permit Fees**

REPORT NUMBER 12-44

SUMMARY

Purpose of Report:

To outline proposed changes to the Building By-law, new Administration fees and the annual increase of Building Permit fees being proposed for 2012-2013.

Committee Action:

To decide whether to approve the proposed changes and recommended fees.

RECOMMENDATION

"THAT the report (No. 12-44) on Building By-law Revisions, New Administration Fees and Annual Increase of Building Permit Fees from Planning, Building, Engineering and Environment dated April 16, 2012, be received;

AND THAT Council approve the proposed changes to the Building By-law, new administration fees and the attached Schedule of Permit and Administration Fees, effective June 1, 2012."

REPORT

A recent article in the March 2012 edition of the *Ontario Building Officials Association Journal* noted that "April 16, 2012 marks the 100th anniversary of Ontario municipalities' ability to impose a fee for the inspection and approval of building plans. The right to regulate building construction was initially granted to Ontario municipalities in 1892. However it was only in 1912 that this right was coupled with the ability to levy a fee associated with such regulation."

Administration Fees:

As Council will note in the proposed wording in Section 6 (Appendix #1) and Schedule A (Appendix #2), these new fees are to compensate the Corporation for the additional work incurred:

- a) For the processing of an Application for an Alternative Solution;
- b) Due to the unauthorized occupancy of a residential building;
- c) Due to the premature commencement of the construction, demolition or changing the use of a building.

Staff surveyed various municipalities in regards to the proposed Administration fees.

Automatic Increase of Building Permit Fees:

In 2010, City Council adopted the following three resolutions:

“THAT the Report (No. 10-26) on Automatic Increase of Building Permit Fees from the Community Design and Development Services Department, dated April 12, 2010, be received;

AND THAT Council approve the automatic increase of Building Permit Fees to be equal to the increase to the City of Guelph’s Tax-Supported Operating budget plus 20 percent of the increase;

AND THAT Council approve the attached Schedule of Permit Fees, effective June 1, 2010.”

The increase for current permit fees for 2012-2013 would be 3.52% + 0.70% (20% of 3.52%) which equals 4.22%.

This increase in current fees, plus the new administration fees, come into effect on June 1st of each year to allow time for staff to compare the year-end Building Stabilization Reserve Fund balance to the established cap on the reserve fund, consult with our Industry Partners and advertise the required Public Notice.

Purpose of Fees:

The Building Code Act allows permit fees to be set to cover only the costs associated with the administration and enforcement of the Building Code Act, as well as reasonable contributions to a reserve fund. The reserve fund can be used to offset lean years, implement service enhancements and to cover unexpected expenses related to the administration and enforcement of the Building Code Act.

Public Notice:

As required by the Building Code Act, when a municipality is proposing changes to their Building Permit fees, the municipality must hold a public meeting concerning the proposed changes and must provide a minimum of 21 days notice prior to the public meeting, which will be the Council meeting on May 28, 2012. A public Notice will be advertised in the Guelph Tribune on May 3, 2012.

Review in 2011:

Staff from Building Services and the Finance Department transferred the Ontario Building Code Administration Operating Budget and the Building Stabilization Reserve Fund to an Enterprise Budget in 2011.

CORPORATE STRATEGIC PLAN

Government & Community Involvement

Goal #5: *A community-focused, responsive and accountable government.*

FINANCIAL IMPLICATIONS

- Implementation of the proposed Administration fees will compensate the Corporation for additional work that staff perform.
- An increase in Building Permit fees will assist staff in balancing Building Code revenues against costs and maintaining a related Building Stabilization Reserve Fund.

DEPARTMENTAL CONSULTATION

Legal Services

COMMUNICATIONS

- A Public Notice will be advertised in the Guelph Tribune on May 3, 2012 as required by the Building Code Act.
- An Information Notice will be sent to Industry partners affected by the changes to the Building By-law, the new Administration fees and the annual increase in Building Permit fees.

ATTACHMENTS

Appendix #1 – Section 6 of Building By-law Number (2012) – 19356

Appendix #2 – Schedule “A” – Schedule of Permit and Administration Fees

Original Signed by:

Recommended By:

Bruce A. Poole
Chief Building Official
Building Services
519-837-5615, ext 2375
bruce.poole@guelph.ca

Original Signed by:

Recommended By:

Janet L. Laird, Ph.D.
Executive Director
Planning, Building, Engineering
and Environment
519-822-1260, ext 2237
janet.laird@guelph.ca

5.6 6. **Payment of Permit Fees**

- 6.1 Fees for a required Permit shall be as set out in Schedule "A" of this by-law and are due and payable upon submission of an application for a Permit.
- 6.2 Administration fees for an Application for an Alternative Solution which forms part of an application for a Permit or is submitted after a Permit is issued shall be as set out in Schedule "A" of this by-law and are due and payable upon submission of an Application for an Alternative Solution.
- 6.3 An administration fee, where occupancy of a residential Building has occurred without an occupancy permit being issued as required by Division C, Article 1.3.3.4. of the Building Code, shall be as set out in Schedule "A" of this by-law and is due and payable by the Permit Applicant prior to the issuance of the occupancy permit. This administration fee is in addition to any other penalty under the Act, Building Code or this by-law and is to compensate the Corporation for the additional work incurred due to the unauthorized occupancy of the Building.
- 6.4 An administration fee, where any person has commenced Construction or Demolition, or has caused the Change of Use of a Building prior to receiving a Permit, shall be as set out in Schedule "A" of this by-law and is due and payable by the Permit Applicant prior to the issuance of the Permit. This administration fee will be charged if an order has been issued under Subsections 12(2) or 14(1) of the Act. This administration fee is in addition to any other penalty under the Act, Building Code or this by-law and is to compensate the Corporation for the additional work incurred due to the premature commencement of the Construction or Demolition, or the Change of Use of a Building.

SCHEDULE "A"
of By-law Number (2012)-
being new Schedule "A" of By-law (2012)-19356

Appendix #2

Fees for a required Permit are set out in this Schedule and are due and payable upon submission of an application for a Permit.

Classes of Permits		Permit Fee (\$ per sq. foot)	Flat Fee (\$)
CONSTRUCTION - NEW BUILDINGS, ADDITIONS, MEZZANINES			
Group A:	Assembly Buildings (Shell) (Finished) Outdoor Patio/Picnic Shelter Outdoor Public Pool	1.84 2.11	170.00 790.00
Group B:	Detention, Care & Treatment and Care Buildings (Shell) (Finished)	1.99 2.28	
Group C:	Residential Single Detached Dwelling, Semi Detached Dwelling, Duplex Dwelling and Townhouses Garage/Carport (per bay), Shed, Deck, Porch, Ext. Stairs, Ext. Ramps Hot Tubs, Low-Rise Residential Solar Collectors (per application) Other Residential Solar Collectors (per application) Swimming Pools Apartment Building Hotels/Motels Residential Care Facility	1.13 1.07 1.78 1.46	85.00 85.00 340.00 170.00
Group D:	Business and Personal Services Buildings Office Buildings (shell) Office Buildings (finished)	1.51 1.78	
Group E:	Mercantile Buildings Retail Stores (shell) Retail Stores (finished)	0.99 1.25	
Group F:	Industrial Buildings Warehouse, Factories Parking Garage	0.78 0.67	
	Farm Building	0.38	
	Foundation	0.11	
	Conditional Permit	0.11	
	INTERIOR FINISHES: All Classifications Interior finishes to previously unfinished areas (including finishing of residential basements and major renovations)	0.35	
	ALTERATIONS/RENOVATIONS: All Classifications Alterations and renovations to existing finished areas, new roof structures	0.32	
	MINOR ALTERATIONS: Partitions, Washrooms, New Entry, Minor Demolitions (500 sq. ft. or less)		85.00
	SPECIAL CATEGORIES: Air Supported Structures Temporary Tents (per application) Temporary Buildings Portables - each (excludes port-a-pak) Major Demolitions (more than 500 sq. ft.) Change of Use Permit	0.40 0.02/170.00 min.	170.00 340.00 85.00 170.00
	MISCELLANEOUS: Fireplace/Woodstove (each) Elevator, Escalator, Lift Demising Wall/Firewall Ceiling (new or replace per square foot) Exterior Ramps (excluding Low-Rise Residential Ramps) Balcony Guard (replace per linear foot) Window Replacement (each) Storefront Replacement Reclad Exterior Wall (per square foot) Retaining Wall (per linear foot) All Designated Structures – including Non-Residential Solar Collectors (per application) except Retaining Walls, Public Pools, Signs & Residential Solar Collectors	0.06 0.65 0.06 3.24	85.00 340.00 85.00 170.00 15.00 170.00 340.00
	MECHANICAL WORK: (Work independent of building permit) HVAC Permit (residential per suite) HVAC Permit (non-residential) New Sprinkler System or New Standpipe System Alterations to existing Sprinkler System or existing Standpipe System Commercial Kitchen Exhaust Systems, Spray Booths, Dust Collectors	0.11 0.05/170.00 min. 0.02/170.00 min.	85.00 170.00
	ELECTRICAL WORK: (Work independent of building permit) New Fire Alarm System Alterations to existing Fire Alarm System or existing Electrical Work Electromagnetic Locks (each) and Hold Open Devices (each)	0.05/170.00 min. 0.02/170.00 min.	40.00
	PLUMBING WORK: (Work independent of building permit) Plumbing Permit (per fixture) Hot Water Heaters (each) Testable Backflow Prevention Devices (each) Catchbasins/Manholes/Roof drains (each) Building Services (per group) -SDD, Semi-Detached, Duplex Building/Site Services (per linear foot), excluding SDD, Semi-Detached, Duplex	0.68	15.00 40.00 85.00 15.00 85.00
	SEWAGE SYSTEMS: New Installations Replacement or Alteration		510.00 255.00

(continued)

(Schedule “A” – continued)

Administration Fees	Flat Fee (\$)
Alternative Solutions (as per Subsection 6.2 of this by-law)	
• All Buildings/systems within the scope of Division B, Part 9 of the Building Code	500.00
• All other Buildings/systems	1,000.00
Occupancy without the required Occupancy Permit (as per Subsection 6.3 of this by-law)	300.00
Building, Demolition or Change of Use without the required Permit (as per Subsection 6.4 of this by-law)	50 percent of the required Permit fee to a maximum of \$5,000.00

Rules for Determining Permit Fees

- A minimum Permit fee of \$85.00 shall be charged for all work where the calculated Permit fee is less than \$85.00.
- For classes of Permits not described in this Schedule, a reasonable Permit fee shall be determined by the Chief Building Official.
- Floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls or demising walls.
- In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work, e.g. tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g. stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses are not included in the floor area.
- Attached garages and fireplaces are included in the Permit fee for single detached dwellings, semi detached dwellings, duplex dwellings and townhouses.
- Where interior alterations and renovations require relocation of sprinkler heads, standpipe components or fire alarm components, no additional charge is applicable.
- Ceilings are included in both new shell and finished (partitioned) Buildings. The Permit fees for ceilings only apply when alterations occur in existing Buildings. Minor alterations to existing ceilings to accommodate lighting or HVAC improvements are not chargeable.
- Where Demolition of partitions or alterations to existing ceilings are part of an alteration or renovation Permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.
- The occupancy categories in this Schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the Permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- For rack storage use, apply the square footage charge that was used for the Building.
- A temporary Building is considered to be a Building that will be erected for not more than three years.
- Additional Permit fees are not required when the Sewage System is included with the original Building Permit.

Refund of Permit Fees

In the case of withdrawal or abandonment of an application for a Permit or abandonment of all or a portion of the work or the non-commencement of any project, the Chief Building Official shall, upon written request of the Owner or Applicant, determine the amount of paid Permit fees that may be refunded to the Owner or Applicant, if any, as follows:

- a) 80 percent (80%) if administrative functions only have been performed;
- b) 70 percent (70%) if administrative and zoning functions only have been performed;
- c) 50 percent (50%) if administrative, zoning and plans examination functions have been performed;
- d) 35 percent (35%) if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) 5 percent (5%) shall additionally be deducted for each field inspection that has been performed after the Permit has been issued;
- f) No refund shall be made of an amount that is less than the minimum Permit fee applicable to the work;
- g) No refund shall be made after two years following the date of Permit application where the Permit has not been issued or one year following the date of Permit issuance.

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning & Building, Engineering and Environment
DATE April 16, 2012

**SUBJECT SIGN BY-LAW VARIANCE FOR 83 and 89 Dawson Road
(Guelph Medical Place 1 & 2)**

REPORT NUMBER 12-37

SUMMARY

Purpose of Report: To advise Council of a Sign By-law variance requesting building signage on the second storey building face of 83 and 89 Dawson Road.

Council Action: To refuse the request for a variance from the Sign By-law for 83 and 89 Dawson Road.

RECOMMENDATION

"THAT Report 12-37 regarding a sign variance for 83 and 89 Dawson Road, from Planning & Building, Engineering and Environment, dated April 16, 2012, be received;

AND THAT, the request for a variance from the Sign By-law for 83 and 89 Dawson Road to permit building signage on the second floor elevation, be refused."

BACKGROUND

The property owner of Guelph Medical Place 1 and 2, located at 83 and 89 Dawson Road has submitted a sign variance application to allow for five building signs (4 existing without permits and 1 proposed) to be located on the 2nd storey elevations (see Schedule A- Location Map). The properties are zoned Service Commercial SC. 1-14 (83 Dawson Road) and SC. 1-26 (89 Dawson Road) in the Zoning By-law No. (1995)-14864. The Sign By-law No. (1996)-15245 in Table 1, Row 1 restricts building sign placement to the first storey on a building face.

REPORT

The property owner of Guelph Medical Place 1 and 2 located at 83 and 89 Dawson Road has submitted a sign variance application to allow for five building signs to be located on the 2nd storey elevations of the two buildings. The initial application was for new signage proposed for Guelph Medical Laser that staff identified as not being

permitted in the Sign By-law. Upon further review, staff identified that two building signs have been previously erected on each building that are in contravention of the Sign By-law and were installed without the required sign permits (see Schedule B- Existing and Proposed Signage).

The following reasons have been supplied by the applicant in support of this application:

- The building is 100% commercial occupancy and the signage won't affect any nearby residential
- Signage is very important to the tenants and need to identify location
- Signage is critical to every business and the City would be penalizing an investor in Guelph
- There are already 2 illegal (without permit) existing signs on each of the buildings, client felt they were following existing format
- New clinic will go out of business if sign is not allowed

The requested variance is as follows:

Building Sign (Commercial zone)	By-law Requirements	Request
Permitted Location on a Building	1 st storey on a building face facing a public road allowance or facing another property	2nd storey on a building face facing a public road allowance or facing another property

The requested variance from the Sign By-law for 5 building signs on the second storey elevation is recommended for refusal because:

- There is ample room for compliance to the Sign By-law by installing signage on the first floor elevation. Four signs have been erected without permits and they could also comply to the by-law
- The intent of the Sign By-law is for ground oriented signage and these signs do not comply with the intent of the by-law.

CORPORATE STRATEGIC PLAN:

Urban Design and Sustainable Growth:

Goal #1: An attractive, well functioning and sustainable city

FINANCIAL IMPLICATIONS: N/A

DEPARTMENTAL CONSULTATION: N/A

COMMUNICATIONS: N/A

ATTACHMENTS

Schedule A -Location Map

Schedule B- Existing and Proposed Signage

Prepared By:

Pat Sheehy
Senior By-law Administrator
Building Services
(519)-837-5615 ext. 2388
patrick.sheehy@guelph.ca

Original Signed by:

Recommended By:

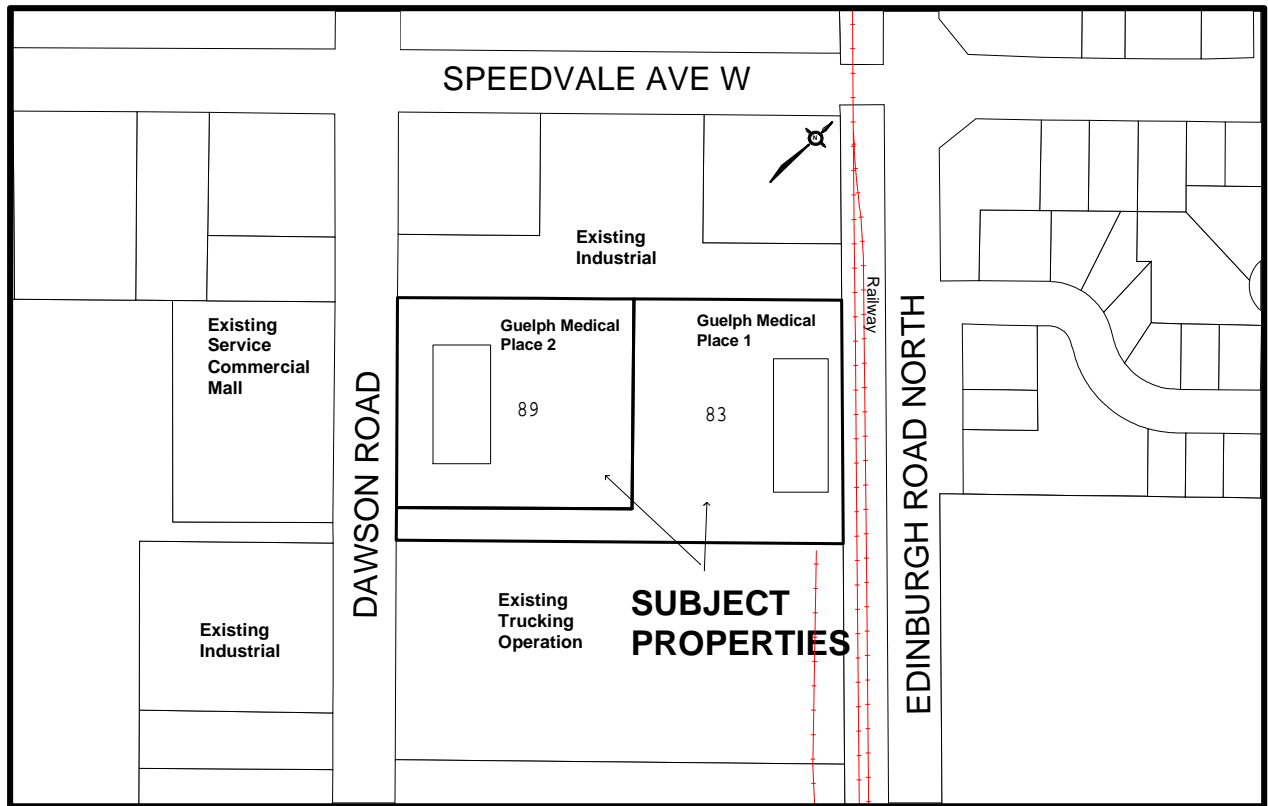
Bruce A. Poole
Chief Building Official
Building Services
(519)837-5615, Ext. 2375
bruce.poole@guelph.ca

Original Signed by:

Recommended By:

Janet L. Laird, Ph.D.
Executive Director
Planning & Building,
Engineering and Environment
519-822-1260, ext 2237
janet.laird@guelph.ca

SCHEDULE A- LOCATION MAP



SCHEDULE B-EXISTING AND PROPOSED SIGNS

83 Dawson Road
Existing Signage facing Edinburgh Road



Existing Signage facing Dawson Road



SCHEDULE B-EXISTING AND PROPOSED SIGNS (continued)

89 Dawson Road

Existing Sign for Guelph Medical Place 2-facing neighbouring parking area



Existing Sign for Guelph Medical Place 2-facing neighbouring parking area



SCHEDULE B-EXISTING AND PROPOSED SIGNS (continued)

83 Dawson Road
Proposed Signage for Guelph Medical Laser facing Dawson Road

Item 1 - Halo Effect Channel Letter





BEFORE



AFTER



LEGEND

A. Halo Effect Channel Letter	1. Colored Back
B. Aluminum face & return with painted finish	2. White
C. Fin mounted on wall with 1" spacer	3. 1/2" Depth
D. LED	4. 1/2" Depth
E. 1/2" Depth	5. 1/2" Depth
F. 1/2" Depth	6. 1/2" Depth
G. 1/2" Depth	7. 1/2" Depth
H. 1/2" Depth	8. 1/2" Depth

All sizes to be confirmed upon site check.

All colours to be confirmed by client.

Client will print exact position at site.

This is the final free of charge revision, the next change is subject to a service fee of \$50.00 per change.

This change is subject to a service fee of \$50.00 per change.

Refer to structural drawing before fabrication & installation.

FINAL SKETCH

Signature: Jeyla Chak, Date: 06/20/12

FORWARD SIGNS INC.

40 Embleton Court, Scarborough
 Ont. M1V 4L7
 Tel: 416.291.4477
 Fax: 416.291.4478
 E-mail: info@forwardsign.com

CLIENT: Guelph Medical Laser

LOCATION: 83 Dawson Rd - Guelph - ON

PROJECT: Halo Effect Channel Letter

DRAWN BY: Anthony

FILE NAME: CHANNEL LETTER-G-C-F

DATE OF DRAWING: Aug. 24, 2011

SCALE: 1/4" = 1 FT

SALES/PERSON: Fred

REMARKS:

CLIENT APPROVED DATE: _____

ART DEPT. APPROVED DATE: _____



F302 - All use approved LMS 26, 2010

COMMITTEE REPORT



TO **Planning & Building, Engineering and Environment
Committee**

SERVICE AREA Planning, Building, Engineering and Environment
DATE April 16, 2012

SUBJECT SIGN BY-LAW VARIANCE FOR 45 Speedvale Avenue East

REPORT NUMBER 12-38

SUMMARY

Purpose of Report: To advise Council of a Sign By-law variance requesting a directional sign with an area of 0.93 m² in lieu of the permitted 0.4 m² and a height of 2.43 metres in lieu of the permitted 1.5 metres.

Council Action: To refuse the request for a variance from the Sign By-law for 45 Speedvale Avenue East.

RECOMMENDATION

"THAT Report 12-38 regarding a sign variance for 45 Speedvale Avenue East from Planning & Building, Engineering and Environment, dated April 16, 2012, be received;

AND THAT, the request for a variance from the Sign By-law for 45 Speedvale Avenue East to allow for a directional sign with an area of 0.93 m² in lieu of the permitted 0.4 m² and a height of 2.43 metres in lieu of the permitted 1.5 metres, be refused."

BACKGROUND

Pride Signs on behalf of the owner; has submitted a sign variance application to allow for a directional sign with an area of 0.93 m² (10 ft²) in lieu of the permitted 0.4 m² (4.3 ft²) and a height of 2.43 metres (8 feet) in lieu of the permitted 1.5 metres (5 feet) at 45 Speedvale Avenue East (see Schedule A- Location Map). The property is zoned OR-38 (Office Residential) in the Zoning By-law No. (1995)-14864. The existing directional sign was approved by a sign permit in 1993.

REPORT

Directional Signs are permitted in all zones other than residential zones. The intent of the Sign By-law is to allow for them to be smaller in nature with a permitted area of 0.4 m² (4.3 ft²) and a height of 1.5 metres (5 feet). The proposed sign is for directional purposes and exceeds both the permitted area and height. The proposed and existing signage is attached as Schedule B- Existing and Proposed Signage. The applicant has provided rationale for the requested variance and this is attached as Schedule C- Variance Rationale.

The requested variance is as follows:

Directional Sign	By-law Requirements	Request
(All zones other than residential)	Maximum Sign Face- 0.4m ² Maximum Height- 1.5 m	Maximum Sign Face- 0.93 m² Maximum Height- 2.43 m

The requested variance from the Sign By-law for additional sign area and height is recommended for refusal because:

- Directional signs are regulated in order to be subordinate signage that is for directional purposes only.
- The sign could comply with the Sign By-law without the need for a variance.
- Staff typically recommend variance approval in instances where there is not the ability to comply with the By-law.

CORPORATE STRATEGIC PLAN:

Urban Design and Sustainable Growth:

Goal #1: An attractive, well functioning and sustainable city

FINANCIAL IMPLICATIONS: N/A

DEPARTMENTAL CONSULTATION: N/A

COMMUNICATIONS: N/A

ATTACHMENTS

Schedule A - Location Map

Schedule B- Existing and Proposed Signage

Schedule C- Variance Rationale

Prepared By:

Pat Sheehy
Senior By-law Administrator
Building Services
(519)-837-5615 ext. 2388
patrick.sheehy@guelph.ca

Original Signed by:

Recommended By:

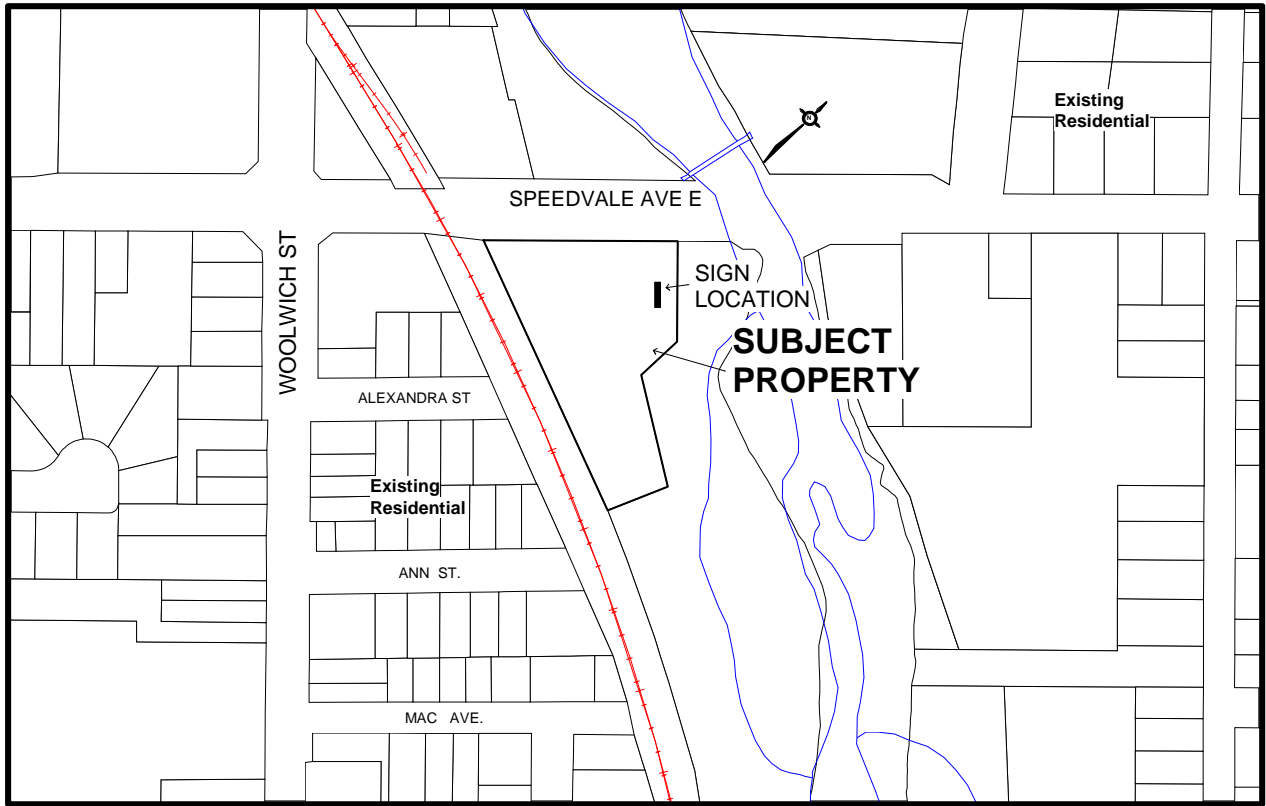
Bruce A. Poole
Chief Building Official
Building Services
(519) 837-5615, Ext. 2375
bruce.poole@guelph.ca

Original Signed by:

Recommended By:

Janet L. Laird, Ph.D.
Executive Director
Planning & Building,
Engineering and Environment
519-822-1260, ext 2237
janet.laird@guelph.ca

SCHEDULE A- LOCATION MAP



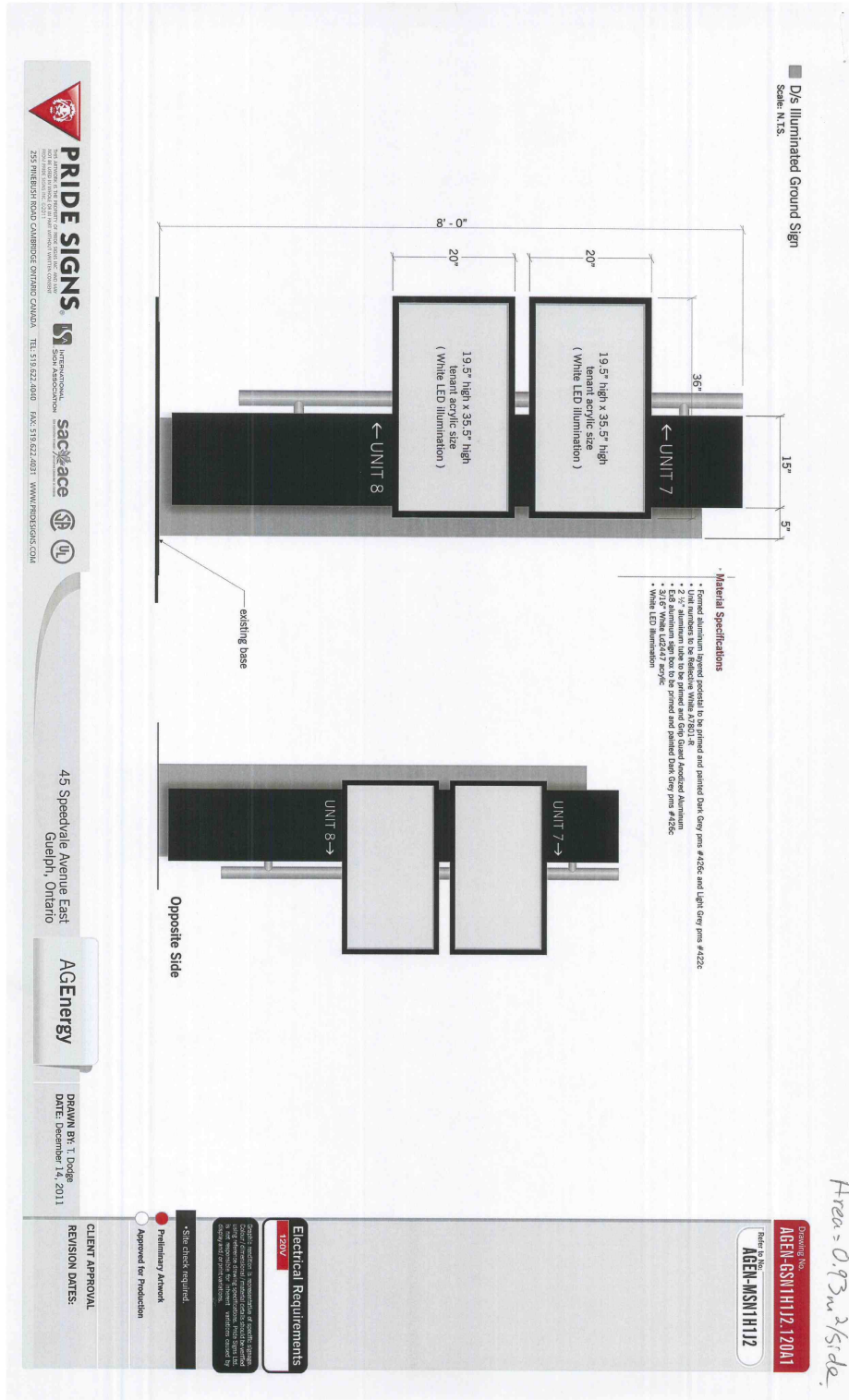
SCHEDULE B- EXISTING SIGNAGE



Existing sign

SCHEDULE B- PROPOSED SIGNAGE (continued)

Proposed sign



SCHEDULE C- VARIANCE RATIONALE



255 PINEBUSH ROAD, CAMBRIDGE ONTARIO CANADA N1T 1B9

PRIDE SIGNS

TEL: 519.622.4040 FAX: 519.622.4031 WWW.PRIDESIGNS.COM

City of Guelph
1 Carden St
Guelph ON
N1H 3A1

Attn: Patrick Sheehy

Re: 45 Speedvale Ave E, Guelph ON – Ground Sign Variance

Dear Patrick,

Please accept this letter as part of the application package for the site listed above. A variance is required based on the fact that this site is zoned OR-38, and as such is limited to a total of 4.5m² for all signs on the property. The sign we are proposing is a total of 0.93m²/side, and will go in place of an existing directional sign at the North end of the property (existing sign shown in photo "A", attached). The sign is mostly directional in nature, and is intended to easily direct on site traffic to the businesses which are located in units at the rear of the property.

The addition of this sign is essential to the vitality of the businesses on site to attract new clients, as well as retain existing. The new sign design will help enhance the property and on site businesses with its sleek modern design. The impact on the overall streetscape would be minimal due to the fact that the sign is replacing an existing sign on site, and the surrounding commercial properties all have plenty of signage. The addition of this sign does not detract from the area as there was previously one in its place for years, which was not nearly as aesthetically pleasing as the new design.

The signage is not only an indicator of direction for pedestrians, but also for any emergency services which may have to be called to site. It is imperative for these units to be clearly identified from the street and on site, and with no visible business frontage the addition of this sign is the only way to clearly identify the location and proper internal route to access these units. Also in terms of safety, the proposed location does not obstruct any sight lines on or off site, and will present no potential threat to pedestrian or vehicular safety on or off the site.

Based on the above I would ask in your support in approving this application. The sign is a replacement from an existing sign, and provides direction essential to potential customers, deliveries, and emergency services. The proposal presents an upgrade in aesthetics compared to the old sign, and will not have a negative impact on the street or surrounding area. Should you have any questions regarding this proposal I would ask you to contact the undersigned.

Thank you,

Nathan Dart – Pride Signs Ltd – T: 519-622-4040 x274 – E: ndart@pridesigns.com