



Site Plan Control By-law Review

The Municipality of Mississippi Mills has been undertaking a project to revise our Site Plan Control by-law, guidelines and procedures to update the process in line with current housing demands, best practices of other comparable municipalities while balancing the needs of the municipality.

We are reaching out to you and other members of the development industry for feedback on this project. Please respond by **March 31, 2022**, for your feedback to be considered.

Staff have highlighted some key areas of the existing Site Plan Control by-law and process that would benefit from some changes, including:

- Reviewing the categories of Major versus Minor Site Plan Control applications
- Reviewing the associated delegated authority with each category of Site Plan
- Adding an additional category for Site Plan Control to address urban infill and small rural developments with a new application fee
- Exempting certain types of development that currently require Site Plan Control such as townhouses within a Townhouse Block on a recently approved Plan of Subdivision
- Creating an easier to read by-law with categories of Site Plan Control and what types of development are applicable for each category

We are looking for feedback on the above changes as well as answers to the following questions. If you prefer to respond to these questions in a Word document, instead of in this email, please see the attached questionnaire.

1. From your perspective, what are the top three most important changes to the Site Plan Control process the municipality should consider?

These can be three of the items listed above or other changes that you would like to suggest.

- a. *In general, development matters regulated through Site Plan Control should be limited to only those elements that have demonstrable and measurable impacts on adjacent properties or the public realm (e.g., traffic, servicing capacity, shadow casting, overlooking onto adjacent properties, perimeter landscaping, screening of parking within prescribed distances from property lines, etc.).*
- b. *Eliminate duplication with other approval processes, particularly where Site Plan Control processes are redundant or do not add any public value. For example, all ground oriented residential development (single-detached, semi-detached, duplex, townhouse, back-to-back townhouse, stacked townhouse) that has already been subject to review through Draft Plan of Subdivision or Part Lot Control processes should not be subject to review again through Site Plan*



Control. Other matters such as compliance with parking requirements are regulated through Building Permit processes and do not need to be subject to Site Plan Control.

c. The following should be exempt from Site Plan Control:

- i. all single-detached, semi-detached, and duplex residential development*
- ii. all ground oriented residential development, including but not limited to townhouse, back-to-back townhouse, and stacked townhouse dwelling types, outside of prescribed infill areas **
- iii. all secondary dwelling units, whether interior or exterior to the main dwelling*
- iv. bed and breakfast*
- v. home based businesses*
- vi. group homes*
- vii. social housing*
- viii. day nurseries (day care)*
- ix. all rural residential subdivisions*

** Conversely, only within prescribed infill areas, the only housing types that should be subject to Site Plan Control are townhouse, back-to-back townhouse, stacked townhouse, triplex, apartment building, and any other housing type that includes 3 or more dwelling units on the same foundation.*

On the residential side – I do not see why Mississippi Mills requires any Site Plan Control agreement for any project that complies with our town's already comprehensive zoning by-law. This is the only municipality I ever deal with that requires a Site Plan Control agreement for someone to build a single family home on a lot zoned R1 for a design that complies with all zoning requirements. To me, if a variance or re-zoning is requested that process for approval makes sense to incorporate a Site Plan agreement. But why are we doing this for every project in town? Isn't that why we have a zoning by-law?

Verbal comments received:

- Support the exemption of townhouses in new subdivisions from Site Plan Control*

2. Major Site Plan Control applications require Council approval. Currently, the process is for the application to be presented to the Committee of the Whole by the Municipality Planner. Following this meeting (usually two weeks later), the Site Plan Control application rises to Council for approval.

Do you have any suggestions on how to improve the current Site Plan Control process for Major Site Plan Control applications?

- a. *In general, decisions on Site Plan Control applications should be delegated as much as possible.*
- b. *Decisions on Major Site Plan Control applications should be delegated to the Committee of the Whole, based upon reports, presentations, and recommendations from municipal staff, without any requirement for Major Site Plan Control applications to rise to Council for approval.*
- c. *Decisions on Minor Site Plan Control applications should be delegated to municipal staff. An exception to this staff delegation may be made if a Councillor requests that the decision on a Minor Site Plan Control application rise to the Committee of the Whole, where the decision will be based upon reports, presentations, and recommendations from municipal staff.*

From my perspective, I have been involved in two small commercial applications in recent years...For commercial projects, I can appreciate the need for the Site Plan Control process. I do not understand at all why this requires Council approval...Can Mississippi Mills not establish a planning committee like every other municipality and give them the ability to approve these applications at one meeting, as long as the application is deemed complete. Perhaps a "Major Site Plan" would require council approval, but some of these applications are very straightforward and should be streamlined for all involved. This is in line with how every other municipality works in eastern Ontario.

Verbal comments received:

- *COW and Council process for approval is time consuming, wondering if there is a different process or way to ensure Council is aware without having to go to both COW and Council for approval.*
3. Do you have any other suggestions for staff to consider with respect to the Site Plan Control process in Mississippi Mills?



- a. The municipality should not add any more categories for Site Plan Control to the By-law. The goal should be to streamline the development review process, particularly for residential development.*
- b. Mississippi Mills should anticipate the proposed amendments to the Planning Act that would exempt all residential development of 12 dwelling units or less from Site Plan Control.*

Verbal comments received:

Appreciate the review of the Site Plan Control By-law and to update the process. It will help with the development process overall.

Staff are anticipating presenting a new Site Plan Control by-law, guidelines and process in early Spring of this year. Your feedback is important to assisting municipal staff with this project.

Please provide any comments prior to **March 31, 2022 for your feedback to be considered in this project.** If you would like to meet with Municipal Staff to discuss this project, please contact me directly to arrange a suitable time.