



**City Of Kingston
Planning Committee
Special Meeting Number 02-2019
Minutes
Thursday January 10, 2019 at 5:30 p.m.
Council Chamber, City Hall**

Committee Members Present

Councillor Neill; Chair
Councillor Chapelle (arrived at 5:35 p.m.)
Councillor Hill
Councillor Hutchison
Councillor Kiley
Councillor Osanic

Regrets

None

Staff Members Present

Paige Agnew, Director, Planning, Building & Licensing
James Bar, Senior Planner
Lanie Hurdle, Deputy C.A.O.
Laura MacCormick, Deputy Director, Planning, Building & Licensing
Greg Newman, Manager, Policy Planning
James Thompson, Committee Clerk
Mary Rae, Senior Legal Counsel

Others Present

Members of the public were present

Meeting to Order

Councillor Neill, Chair, called the meeting to order at 5:30 p.m.

Approval of the Agenda

Moved by Councillor Hutchison
Seconded by Councillor Hill

That the agenda be approved.

Carried

Confirmation of Minutes

There were none.

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

- a) Representatives from Planning Building & Licensing Services were present to provide a briefing regarding Land Use Planning Orientation for Planning Committee.

Ms. Agnew, Ms. MacCormick and Mr. Newman conducted a PowerPoint presentation regarding Planning Committee Orientation. A copy of the PowerPoint presentation is attached to the original set of minutes located in the City Clerk's Department.

Councillor Neill asked staff when it is anticipated that the vacancies in the Planning Services department will be filled. Ms. Agnew responded that staff are actively recruiting to fill the vacant positions.

In response to a question from Councillor Chapelle, Ms. MacCormick provided further information regarding the site plan process.

Councillor Hill sought further explanation regarding land designated as 'institutional' in the Official Plan. Ms. MacCormick provided further information regarding this matter.

Councillor Chapelle requested an update regarding the Kingston Penitentiary & Portsmouth Olympic Harbour redevelopment process. Ms. Hurdle spoke to the recent visioning exercise regarding the site. She provided information regarding the planning process should redevelopment occur.

Councillor Neill requested that Councillor Kiley assume the role of Chair.

Councillor Neill spoke to the value of staff conducting pre consultation with applicants prior to the submission of an application. He noted that DASH is an effective tool. He mentioned that applications must be processed within a certain timeframe otherwise the application may be appealed to the LPAT. He indicated that some applications have remained on the abeyance list for several years. He questioned if staff on occasion deem an application complete too quickly which can result in an appeal due to timelines not being met. Ms. Agnew spoke to recent changes to the Planning Act and stated that more authority has been granted to municipalities with respect to making land use planning decisions. She commented that it is not likely that all applications would be appealed due to timeline issues. She provided information regarding the legislative frame and indicated that staff do not review applications too quickly. She noted that Planning Services has become more proactive recently regarding the applications which have existed on the abeyance list. Councillor Neill suggested that perhaps another statutory meeting should be organized for files which have been on the abeyance list for numerous years. Ms. Agnew responded that holding an additional statutory meeting is at the discretion of staff and is dependent on the specifics of the application.

In response to a question from Councillor Hutchison, Ms. MacCormick provided clarification regarding the definition of statutory meetings and the LPAT appeal process.

The Committee recessed at 6:43 p.m. in order to proceed with Planning Committee meeting number 03-2019 scheduled for 6:30 p.m. The Committee consented to reconvene Planning Committee meeting number 02-2019 following the conclusion of the aforementioned meeting.

The Committee meeting reconvened at 7:15 p.m.

Business

a) Land Use Planning Orientation for Planning Committee

The Chair afforded members of the public with an opportunity to provide comment.

Mr. Dixon suggested that the orientation session briefing should have included information regarding the Waterfront Master Plan as well as other major plans. He questioned if the Planning Services department is understaffed. He asked staff if they could provide an update regarding when the major development projects are expected to be completed.

Ms. Hurdle spoke to recruitment and retention noting that planers are in high demand. She indicated that staff will be speaking to Council regarding the workforce over the next several months.

Mr. Newman noted that staff provide an annual update regarding the files that have been processed.

In response to a question from Councillor Hutchison, Ms. Hurdle provided the Committee with additional explanation regarding how staff assesses an application.

Councillor Kiley questioned if Official Plan and Zoning By-Law amendment approvals expire. Ms. Hurdle replied that the Mayor's Task Force on Housing will examine this matter. Councillor Hill questioned if this provision exists in other municipalities. Ms. Hurdle responded that she is not certain and indicated that Legal Services would be required to extensively review this matter.

Ms. Hurdle provided the Committee with background information regarding development charges and impost fees.

Councillor Osanic requested that the secondary suite process be reviewed and streamlined during the review of the zoning by-laws.

In response to a question from Councillor Chapelle regarding secondary suites regulations, staff provided the Committee with additional background information.

Councillor Kiley sought further information regarding tiny homes. Mr. Newman responded that tiny homes are also recognized as coach homes. He indicated that staff are reviewing this matter and will report back to the Committee when the secondary suites report comes forward.

Motions

There were none.

Notices of Motion

There were none.

Other Business

There was none.

Correspondence

There was none.

Date and Time of Next Meeting

The next meeting of the Planning Committee is scheduled for January 10, 2019 at 6:30 p.m. at City Hall.

Adjournment

Moved by Councillor Hill
Seconded by Councillor Osanic

That the meeting of the Planning Committee adjourn at 7:50 p.m.

Carried