REPORT TO: MAYOR AND COUNCIL

FROM: Brent Spagnol
Manager of Planning

DATE: October 21, 2013

SUBJECT: Planning Fees - Model Homes and Temporary Second Dwelling Units

REPORT HIGHLIGHTS

- Planning Committee resolved to consider Zoning By-law Amendments regarding model homes and temporary second residential units, which both trigger the need to update and revise the fees by-law.
- Model Homes require staff to process applications and engineering information much like a site plan agreement.
- Staff recommend that the fees schedule be revised requiring a $2,500 processing fee to facilitate the construction of model homes prior to registration subject to the adoption of the Housekeeping By-law 5000-180.
- A zoning amendment to permit temporary second dwelling units (replacement dwellings) was authorized for Council’s consideration by Planning Committee on September 26, 2013.
- In order to capture fees for staff time and services, staff propose a processing fee of $500 subject to the approval of By-law 5000-181.

RECOMMENDATION:

THAT the report from the Manager of Planning regarding Planning Fees – Model Homes and Temporary Second Dwelling Units, dated October 21, 2013 be received, and;

THAT subject to the adoption of the appropriate Zoning By-law, that the fees by-law be revised to incorporate a processing fee of $2,500 to facilitate the construction of model homes, and $500 to facilitate the construction of temporary second dwelling units (replacement houses).
Background

This report is being generated to revise the fees schedule for planning related applications for the construction of model homes and approvals to permit temporary second dwelling units (replacement houses).

On August 28, 2013 and September 23, 2013, Planning Committee resolved to present housekeeping amendments to Council for consideration for the above noted items. As a result, appropriate fees for services are needed to cover the costs associated with staff time to facilitate the construction of model homes and temporary second dwelling units (replacement houses).

Key components of this review included the amount of staff time associated with administration in comparison to similar services and applications, such as the site plan approval and the temporary zoning by-law amendment processes.

Analysis

Model Homes

The proposed housekeeping amendment to permit the construction of model homes requires a process that is similar to site plan approval, whereby the applicants would be required to provide the following information:

- Site Plans
- Building Elevations
- Engineered drawings for Stormwater Management
- Road Design
- Securities
- Execution of a Model Home Agreement

Staff time is needed to draft agreements, review plans and correspond with different professionals including the applicant to ensure that all of the requirements are met prior to approval/execution of a model home agreement. It is for this reason that staff is proposing a fee of $2,500, which is representative of a minor application for site plan approval. Legal/Engineering review fees/deposits would be required in addition to the proposed application fee as it is the developer’s financial responsibility to pay for Township peer reviewers.

Temporary Second Dwelling Units (Replacement dwellings)

Prior to amending the Comprehensive By-law, an application for a Temporary Use By-law Amendment would have been needed at a cost of $1,500, excluding legal fees and required approximately eight (8) hours of staff time.
With the new protocol, staff processing time is now reduced to approximately two (2) hours. In comparison to other Township planning applications with similar processing times and resources, staff are proposing an application fee of $500.00, excluding legal fees. The proposed fee of $500.00 will cover the cost of reviewing/processing the application including the preparation of an agreement from a standardized temporary use agreement template.

Minimal circulation to other Township departments is required and the building permit process would ensure that all Township standards are met along with Building Code compliance.

The agreement's time limit and security amounts would be addressed with each application to ensure that reasonable time limits are imposed and sufficient securities collected to reflect the individual building sizes/costs for removal.

Summary / Options

Staff is recommending that the fees by-law be amended to include the following applications and fees.

*Model Homes*

- That a processing fee of $2,500 be included to cover the costs associated with processing applications for model home construction prior to registration.

- That a processing fee of $500 be included to cover the Township costs associated with processing applications for temporary second dwelling units (replacement houses).

Budget Implications

There are no budget implications related to this file.

Guiding Principles

The above initiative supports Council’s guiding principle of:

1. *Growth Management*
2. *Infrastructure, Financial Management & Service Delivery*

Applicable Municipal Policy or Legislation

- Planning Act, R.S.O. 1990
- Township of Springwater Official Plan
- Township of Springwater Zoning By-law 5000
(X) By-law Required

Submitted by: Brent Spagnol, Manager of Planning
Budget Implications Reviewed by: Anita Verstraten, Deputy Treasurer
Approved by: Robert Brindley, Chief Administrative Officer (CAO)
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