

**Township of South Stormont**  
 MONTHLY ACTIVITY SUMMARY  
 Planning and Building Department



**To:** Council  
**From:** Karl Doyle, Director of Planning and Building  
**Date of Meeting:** March 8, 2023  
**Reporting Month:** February 2023  
**Subject:** Monthly Activity Summary-Director of Planning and Building

**PLANNING**

**Work Completed:**

- Council, Public and Committee of Adjustment Meetings
- Site Plan review for various developments
- Met over phone, Teams and in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries
- Planning and Building Fee's and Charges - Stakeholder Meeting
- Budget preparation 2023

Delegated Authority

- Consent Applications
- Site Plan Approval

Planning Processes:

The following table provides and overview of the number of planning applications/processes administered by the Township (year to date)

Process / Application	2021	2022	2023
Consents	45	36	2
Zoning Amendments	5	7	1
Official Plan Amendment	1	0	0
Minor Variances	14	10	5
LPAT Hearings	1	0	0
Site Plan Control	8	8	0
Part Lot Control	1	4	2
Removal of Holding	1	2	0
Temporary use By-law	1	1	1
Deeming By-law	0	0	0
Draft Plan Sub. Approved Lots	43	20	0
Registered Sub. Lots	50	20	0

## Work In Progress:

- Avenue 31, Township waiting to receive subsequent submission – Draft Plan of Subdivision / Holding / Site Plan, numerous meetings to discuss the development.
- Site Plan Amendment application received for Bray Storage Facility- nearing completion of agreement.
- Subdivision Review / Discussion- Mirlaw (Glenco)- completed draft, currently being reviewed through Subdivider’s Agreement
- Working with CBO and MLEO on enforcement matters
- Met with Watson and staff to review Fee and Charges By-law - finalized first round of effort estimates for development applications in 2022, March 2023 recommendations will be presented to Council for both Planning and Building fee’s, Public and Stakeholders will be contacted prior to Key Information report presentation/Public Meeting.
- Site visits to review various development requirements with landowners
- Flaro Subdivision – St Andrews West - waiting for commentary from the consultant (EVB).
- Bill 23 Implementation / Impact > Delegation of Authority/ Fees and Charges - Reports.

## BUILDING

Building Permit statistics report for February 2023 with a comparison to February 2022.

Permits	Permits Issued 2023		Same Period 2022		Difference	
	February	YTD	February	YTD	February	YTD
<b>Residential</b>						
<b>Total Units</b>	0	2	2	2	-2	0
Single	0	2	0	0	0	2
Semi	0	0	1	1	-1	-1
Rowhouse	0	0	0	0	0	0
Apartment	0	0	0	0	0	0
Additions/Renos	1	5	0	1	1	4
Accessory Bldgs	2	4	0	1	2	3
Commercial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Industrial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	0	1	1	-1	-1
Demolition	0	0	1	1	-1	-1
Pools	1	2	0	0	1	2
Other (Farm/Tent/Solar)	0	2	1	1	-1	1
<b>TOTAL</b>	<b>4</b>	<b>15</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>9</b>
<b>Total Construction Value</b>						
Month	\$76,000.00		\$521,500.00		-\$445,500.00	
YTD	\$1,417,562.00		\$549,000.00		\$944,562.00	

## Work Completed:

- The department issued 4 building permits.
- The department carried out 126 building inspections.
- The department released 2 grading deposits
- The department closed 72 building permits (see below).

Permit Number	Issue Date	Address	Close Date
2020-230	2020-12-11	32 Jim Brownell	2023-02-07
2017-199	2018-01-18	15065 NORTH LUNENBURG RD W	2023-02-08
2017-160	2017-10-19	27 AULT DR	2023-02-16
2017-145	2017-09-20	27 FARRAN DR	2023-02-18
2017-141	2017-09-12	16074 LAKESIDE DR	2023-02-28
2017-135	2017-10-13	20 ELEANOR DR	2023-02-07
2017-118	2017-08-14	30 DAVID ST	2023-02-07
2017-115	2017-08-17	13 ELEANOR DR	2023-02-06
2017-106	2017-08-24	15 ELEANOR DR	2023-02-06
2017-103	2017-07-19	24 GEORGE PATRICK DR	2023-02-08
2017-054	2017-06-05	32 JIM BROWNELL BLVD	2023-02-07
2017-039	2017-05-08	3450 MARYDALE AVE	2023-02-07
2017-017	2017-05-02	32 JIM BROWNELL BLVD	2023-02-07
2016-221	2016-12-06	16064 LAKESIDE DR	2023-02-07
2016-203	2016-10-13	36 MOULINETTE RD	2023-02-10
2016-148	2016-08-15	51 MAPLE ST	2023-02-22
2016-142	2016-07-28	34 KENT CRES	2023-02-17
2016-112	2016-06-29	17 KENT CRES	2023-02-17
2016-106	2016-07-05	53 JIM BROWNELL BLVD	2023-02-27
2016-093	2016-06-09	4710 COUNTY RD 14	2023-02-22
2016-089	2016-06-09	43 ST LAWRENCE ST	2023-02-23
2016-087	2016-06-09	21 MILLE ROCHES RD	2023-02-17
2016-002	2016-01-18	35 LOYALIST CRES	2023-02-08
2014-234	2014-11-28	15219 EAMAN RD	2023-02-16
2014-232	2014-12-02	16034 LAKESIDE DR	2023-02-18
2014-228	2014-12-02	5503 CEDAR VIEW DR	2023-02-28
2014-214	2014-10-14	15489 MANNING RD	2023-02-07
2014-203	2014-10-03	26 ST LAWRENCE ST	2023-02-07
2014-142	2014-08-01	3291 ALGUIRE AVE	2023-02-06
2014-141	2014-07-30	39 ST LAWRENCE ST	2023-02-06
2014-112	2014-07-10	17880 COUNTY RD 44	2023-02-08
2014-096	2014-07-16	45 MAXWELL AVE	2023-02-07
2014-092	2014-06-25	44 SANTA CRUZ DR	2023-02-07
2014-080	2014-05-30	3 HEATHER CRES	2023-02-07

Permit Number	Issue Date	Address	Close Date
2014-078	2014-06-24	17445 HEADLINE RD	2023-02-07
2014-052	2014-05-02	15495 COUNTY RD 2	2023-02-10
2014-046	2014-04-29	17339 CORNWALL CENTR RD	2023-02-22
2014-037	2014-04-10	39 MILLE ROCHES RD	2023-02-17
2013-178	2013-12-05	9 CHANTINE DR	2023-02-17
2013-171	2013-11-26	26 KENT CRES	2023-02-27
2013-160	2013-11-06	31 CHERRY ST	2023-02-22
2013-150	2013-10-17	44 BARNHART DR	2023-02-23
2013-144	2013-10-11	17415 COUNTY RD 44	2023-02-17
2013-120	2013-08-21	15804 MANNING RD	2023-02-08
2013-116	2013-08-13	5 HEATHER CRES	2023-02-16
2013-099	2013-07-15	15125 COLONIAL DR	2023-02-18
2013-095	2013-07-15	17337 DOW ST	2023-02-28
2013-093	2013-07-15	14896 COUNTY RD 18	2023-02-10
2013-092	2013-07-11	17 CHERRY AVE	2023-02-22
2013-089	2013-06-19	28 LOYALIST CRES	2023-02-17
2013-088	2013-06-25	14225 COUNTY RD 18	2023-02-17
2013-086	2013-07-03	16034 LAKESIDE DR	2023-02-27
2013-080	2013-06-17	36 CHANTINE DR	2023-02-22
2013-076	2013-06-19	34 FOREST HILL RD	2023-02-23
2013-069	2013-06-07	33 FOREST HILL RD	2023-02-17
2013-067	2013-06-10	17620 MCPHAIL RD	2023-02-08
2013-059	2013-05-17	15501 MANNING RD	2023-02-16
2013-056	2013-06-25	1 COLLEGE ST	2023-02-18
2013-036	2013-05-02	17779 ISLAND RD	2023-02-28
2013-014	2013-03-15	5211 PRIEUR RD	2023-02-10
2013-006	2013-02-28	644 Grantley Dr.	2023-02-22
2012-199	2012-10-05	15399 COOPER RD	2023-02-17
2012-103	2012-06-14	15065 NORTH LUNENBURG RD W	2023-02-17
2012-080	2012-05-28	14223 EDWARD'S RD	2023-02-27
2012-071	2012-05-17	47 ELM ST INGLESIDE	2023-02-22
2012-068	2012-05-10	17451 SOUTH BRANCH RD	2023-02-23
2012-061	2012-05-11	15015 COLONIAL DR	2023-02-17
2012-043	2012-04-25	15 PIERCY ST	2023-02-08
2012-036	2012-04-30	4919 COUNTY RD 12	2023-02-16
2022-60	2022-05-19	53 Forest Hill Rd	2023-02-28
2021-232	2021-10-26	74 Jim Brownell Blvd	2023-02-27
2012-009	2012-03-02	17069 COUNTY RD 36	2023-02-18

**Building-Related Activities:**

- Chief Building Official (CBO) and By-Law Enforcement Officer met to review proposed revisions to fence and pool enclosure by-laws.
- Staff attended virtual Ontario Building Officials Association (OBOA) training.
- CBO and Director of Planning and Building (DPB) met virtually with South Nation Conservation Authority (SNC) staff to discuss septic system program.
- Planning/Building Public Consultation Meeting held on February 28<sup>th</sup> at Town Hall to discuss proposed planning and building development fee changes.

**Work In Progress:**

- Marlborough Place IV Retirement Home - 31 Bethune Avenue:
  - Construction is nearing completion. Occupancy is anticipated in early 2023.
- Woodland Villa Long-Term Care Facility – 30 Mille Roches Road:
  - Renovations to the existing portion of the building are ongoing. Occupancy for last phase of project anticipated in Summer 2023.
- Wills Transfer Distribution Centre – 2 Industrial Drive:
  - Occupancy granted and building has become operational.
- Review and comment on planning application circulations.
- New permit-related forms being reviewed for early 2023 implementation.
- Monthly building permit statistics/information reports provided to MPAC, CMHC, Tarion and Statistics Canada.
- Staff continue to review and action open building permit and open application files. A new focus on this activity has commenced and staff are having success in closing open files.
- Issue letters with respect to requests from lawyers for outstanding orders and open building permit files.
- Issue letters with respect to dormant permit files.

**Lot Grading-Related Activities:**

- Review and comment on lot grading documents – Industrial Subdivision.
- Onsite re: Manning Road severance review and recommendation for lot grading plan condition.
- Met with owner re: condition of severance – form completed with direction for reassessment under section 65 (2), Drainage Act.
- Met with owner re: Address outstanding lot grading requirements to close building permit on Yolanda Street.
- Complaint – Abigail Cres. – met onsite with owner to address rear yard grading issue. Staff will provide grades in the spring to correct outstanding grading issues. Owner will hire contractor to complete the required work.
- Eleanor/Jim Brownell Boulevard rear yard grading issues – several issues have been identified where grades have been altered without approval or obstructions have been placed into the swale. The developer's engineer has since provided additional as-built grades including a revised grading plan with a stamped letter of opinion (pending revisions as per staff comments of Jan. 17/23).

The affected property owners will be contacted and requested to regrade their rear yard drains and/or remove obstructions as per the engineer's revised grading plan and opinion letter. This approach is consistent with the Lot Grading Policy and the provisions of the Subdivision Agreement.

- Mack St. – Rear yard drainage complaint. Staff will survey and reviewed options with affected owners (spring 2023).
- Working with Contract Administrator/Engineering Coordinator on drainage related matters.
- Lot Grading GIS project (phases 1 & II)
  - Regular contact with J. L. Richards and/or S. D. G. Counties.
  - Data is being loaded onto the SharePoint site on a weekly basis.
  - The project has been loaded onto the ESRI Pilot Project App. and operates as intended.
- Lot grading plans review.
  - Prior to building permit issuance.
  - As-built - release of deposit.