

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: May 10, 2023
Reporting Month: April 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
- Avenue 31 - Public Meeting

Delegated Authority

- Consent Applications
- Site Plan Approval

Planning Processes:

The following table provides an 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	7
LPAT Hearings	1	0	0
Site Plan Control	8	8	2
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, - Draft Plan of Subdivision / Holding / Site Plan
- 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- Request made to modify Phasing
- 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.
- SDG – Township Zoning By-law Review

BUILDING

Building Permit statistics report for April 2023 with a comparison to April 2022

Permits	Permits Issued 2023		Same Period 2022		Difference	
	April	YTD	April	YTD	April	YTD
Residential						
Total Units	4	10	11	21	-7	-11
Single	4	10	11	19	-7	-9
Semi	0	0	0	1	0	-1
Rowhouse	0	0	0	0	0	0
Apartment	0	0	0	0	0	0
Additions/Renos	0	8	3	8	-3	0
Accessory Bldgs	1	7	5	11	-4	-4
Commercial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	1	0	-1
Industrial	0	0	0	1	0	-1
Add/Reno/Access	2	4	0	0	2	4
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	0	1	2	-1	-2
Demolition	0	0	0	4	0	-4
Pools	4	8	1	4	3	4
Other (Farm/Tent/Solar)	2	4	0	1	2	3
TOTAL	13	41	21	52	-8	-11
Total Construction Value						
Month	\$1,874,500.00		\$4,724,766.40		-\$2,850,266.40	
YTD	\$4,820,122.00		\$22,811,529.08		-\$17,991,407.08	

Work Completed:

- The department issued 13 building permits.
- The department carried out 108 building inspections.
- The department released 8 Lot grading deposits
- The department closed 22 building permits.

Building-Related Activities:

- Staff attended virtual Ontario Building Officials Association (OBOA) training course.
- Chief Building Official (CBO) attended OBOA training course in Cambridge.
- New Building By-Law #2023-033 adopted by Township Council on April 26th.
- CBO met on-site with proponent re: catering/cooking business.
- CBO attended Municipal Information Day at South Nation Conservation (SNC).
- Building Division staff attended technical Building Code (OBC) training in Cornwall.
- Building, Planning and Economic Development (EcDev) staff met to discuss new Township process for temporary patio extensions.

Work In Progress:

- Marlborough Place IV Retirement Home - 31 Bethune Avenue:
 - Construction is nearing completion. Occupancy is anticipated in Spring/Summer 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.
- Review and comment on planning application circulations.
- 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.
- Ongoing mentorship between Intern Inspector and Building Division staff.

Lot Grading-Related Activities:

- Several onsite visits completed – Lot grading issues.
- Working with Contract Administrator/Engineering Coordinator on drainage related matters.
- Lot Grading GIS project (phases 1 & II)
 - Report (KIR) presented to Council.
 - Regular contact with J. L. Richards and/or S. D. G. Counties.
 - 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.