

Proposed protocol for development pre-application public meetings

Purpose: To ensure consistency of communications, clarity of roles, meeting format and collection of public feedback, the following protocol is proposed for public meetings for development proposals that are in pre-application stage, that is, those proposals for which a formal application has not yet been submitted to the planning department.

Before the pre-application meeting

Consistency of Communications:

Notice:

Paper notices mailed out to homes within 120m of the application site providing notice of the meeting.

Notices to follow a standard format that mirrors the mailouts for public meetings once an application is received. A sample is available at the link below and attached as Schedule 1:

https://www.burlington.ca/en/services-for-you/resources/Planning_and_Development/Current_Development_Projects/Ward_1/1085-Clearview/Revised-Preliminary-Notice---Community-Consultation.pdf

The language of the notice would be modified to reflect an application hasn't been received, the purpose of the meeting (see below) and remove the references to the LPAT, which don't apply until an application is received.

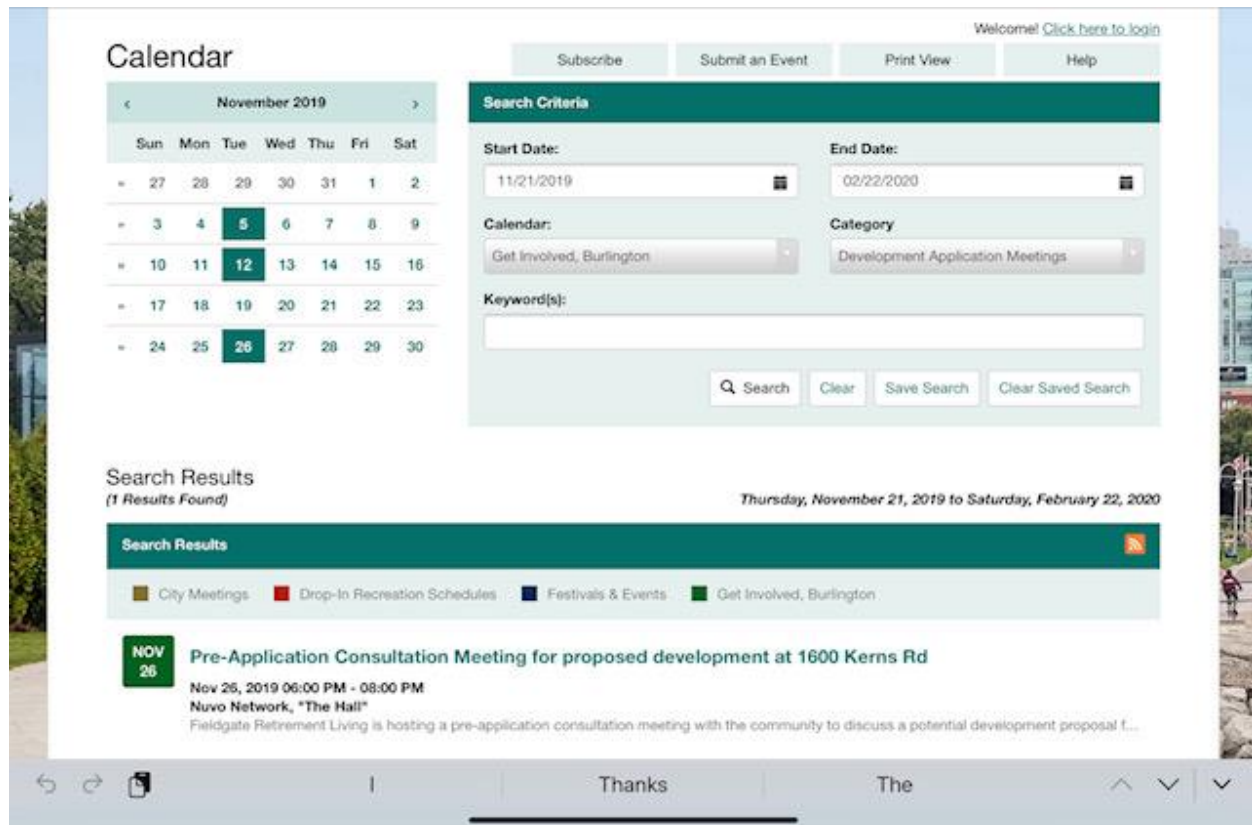
Notices and public meeting space will be paid for by the development applicant, and coordinated by city planning staff and the Ward Councillor, in selecting the venue, ensuring appropriate seating and equipment, including microphone and PowerPoint projectors, and managing communication timing and content.

As much as possible, calendars will be coordinated to allow the option of the Mayor's attendance at the meeting.

Timing and distribution of the notice:

- mailed out so that residents receive the notice in their mailbox at minimum two weeks prior to the meeting
- Ward Councillor and Mayor to include notice of the meeting on their social feeds and in their monthly newsletter, if timing coincides, or send a special communication to his/her newsletter distribution list to alert residents
- Notice to be placed on the city of Burlington calendar so that all residents who are checking the calendar receive the information, and all residents who have

subscribed to receive alerts will get an email notification of the meeting [Screen shots attached]



- A web page will be opened immediately on the city's Current Development Projects section, in the relevant Ward. Any information available will be posted including the notice of the pre-application public meeting, contact information for the applicant and city planner assigned to the file, contact information for the Ward Councillor and Mayor, any photo renderings or other material supplied by the applicant during the pre-application process, and a copy of the pre-application minutes.

Essential content of the notice:

- On city letterhead, as an official communication from the city
- Name and contact information for the city planner assigned to the file (if none is yet assigned, name of the planner who will be in attendance at the public meeting)
- Contact information for the Ward Councillor and Mayor
- Contact information of the applicant
- Site map showing location of the proposed development
- Rendering of the proposed development, if available
- Description of the proposal, including detailed description of required changes to Official Plan and/or Zoning if applicable to facilitate the proposed development

- Spell out that no application has yet been received, and no approvals given
- That the purpose of the meeting is to receive public input in order to shape the eventual development application submission
- Spell out the roles at the public meeting: Ward Councillor and Mayor to attend to hear feedback (and Ward Councillor to moderate, if appropriate); planning staff to provide information on the planning process and potential changes required to OP/Zoning, collect and record public feedback and answer questions; developer/applicant to present the concept, receive public input and use that to shape a final application.

At the pre-application meeting

Clarity of Roles

- This is a city-organized and overseen meeting, where the developer is invited to present concepts. This helps ensure consistent content, and avoids the appearance that planning staff/Ward Councillor are already in support of the application that would potentially be created by their attendance and participation at a developer-led meeting.
- The meeting and notices are funded by the applicant, with venue and notice content overseen by planning staff/Ward Councillor.
- Ward Councillor (or internal/external designate, but not staff assigned to the file or part of the planning department) to moderate/MC the meeting.
- Ward Councillor (or designate) to spell out the different roles, and set the tone of the meeting that difference of opinion is welcome in a respectful manner.
- Ward Councillor (or designate) to moderate the Question & Answer segment.
- Sample slide deck attached for Ward Councillor/MC role.
- Staff present the planning process, and detailed description of what changes would be required to the Official Plan/Zoning Bylaw to facilitate the proposed development. Sample slide deck attached.
- Staff and Ward Councillor to record public feedback, and keep a record of questions and answers.
- Staff to circulate a signup sheet for residents to leave their name and contact information to be notified of all future steps in the process, including public meetings and additional opportunities to provide feedback.
- Applicant to present their concept, and receive/record public input for the purpose of shaping an eventual application.

Post pre-application meeting

- PowerPoint presentation and any other materials distributed at the meeting posted on the city web page dedicated to the project
- Mailing list of residents who signed into the meeting created by planning staff to keep residents informed throughout the process.
- Initial email sent to residents who provided an email to invite them to subscribe to the development application page to be notified of new postings and announcements. Screen shot attached.

The screenshot shows the City of Burlington website. The header includes the City of Burlington logo, social media icons (Facebook, Instagram, LinkedIn, Twitter, YouTube), a language selection dropdown, and a search bar. Below the header are navigation tabs: 'I Need to...', 'Live and Play', 'Services for You', and 'Your City'. The left sidebar is titled 'Planning and Development' and lists various projects, including '1085 Clearview Ave'. The main content area is titled '1085 Clearview Ave' and includes a breadcrumb trail: 'Home / Current Development Projects / Ward One / 1085 Clearview Ave'. A red circle highlights a 'Subscribe to this page...' button. The page also displays the 'Status - Appealed' and 'Site Address - Ward 1' (1085 Clearview Ave., 1082, 1086 & 1090 St. Matthews Ave.). The 'Applicant' section lists MHBC Planning Ltd. On behalf of LIV Communities. The 'Applicant's Representative' section lists MHBC Planning Ltd., c/o Dana Anderson, 442 Brant Street, Suite 204, Burlington, ON L7R 2G4. The 'Proposed Development' section states: 'Application has been submitted to amend the Official Plan and Zoning By-law for the subject lands.' and 'A 6-storey, 160 unit residential apartment building is'.

- A summary of public input received at the meeting, along with any questions and answers, posted on the dedicated application website for reference, and for residents not able to attend.
- Developer required, upon formal submission of an application, to demonstrate how they incorporated public feedback heard at the pre-application meeting into their submissions



Application Submitted

The City of Burlington is looking for your feedback on a development application in your area.

Planning Application submitted by:

MHBC Planning Ltd.

Site Address – Ward 1

1085 Clearview Ave., and
1082, 1086 & 1090 St. Matthews Ave.

Files: 505-01/19 & 520-02/19

www.burlington.ca/1085Clearview

Planner on File:

Name: Lauren Vraets

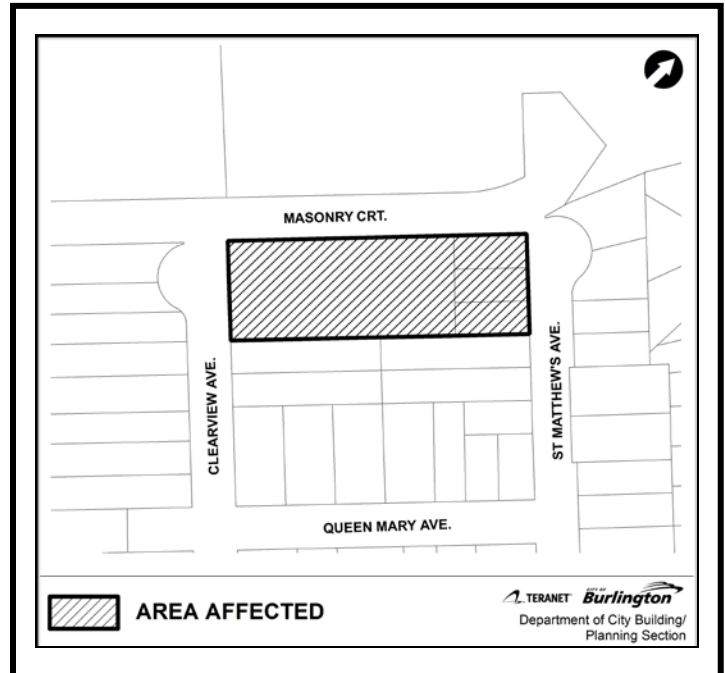
Phone: 905-335-7600 ext. 7536

E-mail: lauren.vraets@burlington.ca

What is Proposed?

A private land owner has made an application to change the Official Plan designation and Zoning for the property located at 1085 Clearview Ave., 1082, 1086 and 1090 St. Matthews Ave.

This will allow a 6 storey residential apartment building to be developed. The proposed building will have 160 units resulting in a density of 258 units per hectare. A total of 203 vehicle parking spaces are proposed, with 154 spaces below grade in an underground parking structure and 49 spaces at grade. Vehicle access to the site will be from two driveways off Masonry Court with one entrance into the underground parking garage on the west side of the building. The building is proposed to be terraced back from the third to the sixth floor on the east side abutting St. Matthew's Ave. An outdoor amenity area is proposed behind the building next to the rear entrance and drop-off area.



Written Comments:

No decisions about this application have been made yet. We are asking for your feedback before we make a recommendation to the Planning and Development Committee of Council to either approve or refuse the application. Any written comments you may have about the proposal can either be mailed or e-mailed to the planner assigned to this file. Your comments will be included in the staff report about the application which will be posted on the City's web site.

To submit written comments, or for more information, please contact:

Department of City Building

P.O. Box 5013, 426 Brant St.
Burlington, ON, L7R 3Z6

Attn: Lauren Vraets

Phone: 905-335-7600 ext. 7536

E-mail: lauren.vraets@burlington.ca

Your written comments should be submitted by: March 1, 2019

Site Summary

Property Address: Ward 1

**1085 Clearview Ave., and 1082,
1086 & 1090 St. Matthews Ave.**

Property Size: 0.62 ha.

Existing Official Plan designation:

Residential – Low Density

Existing Zoning By-law designation:

Low Density Residential R2.1

What is proposed to change?

The application is to change the Official Plan designation to Residential – High Density, and to change the Zoning to High Density Residential RH1. The applicant has asked for site specific zoning for the property to allow for reductions to setbacks, landscaping areas and buffers, amenity area, and required parking, as well as increased site density, and permission for placement of patios in the front yard and a second driveway.

Looking for more information?

You can access the City of Burlington's website for more information about this application. The application has its own webpage which contains additional material, including supporting studies that have been submitted by the applicant. This webpage will be updated throughout the process and will include information about a future Public Meeting.

To access the webpage for this file please go to: **www.burlington.ca/1085Clearview**.

To learn more about the planning process visit: **burlington.ca/planningprocess**

The **Official Plan** is the City's blueprint for the future. It includes policies to guide planning decisions made by the City. The Official Plan must be consistent with provincial and regional plans and policies.

Learn more at **burlington.ca/newop**

The **Zoning By-law** contains specific rules about how each property should develop and includes details like permitted uses, maximum heights, building setbacks, and lot coverage.

Learn more at **burlington.ca/zoning**

If a person or public body would otherwise have an ability to appeal the decision of the City of Burlington to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of Burlington before the proposed official plan amendment is adopted, and/or the zoning by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the City of Burlington before the proposed official plan amendment is adopted, and/or the zoning by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so. For more information about preserving your appeal rights, contact the Planner on file using the contact information in this notice.

Personal information is collected under the authority of the Planning Act, R.S.O. 1990, c. P. 13 and may be contained in an appendix of a staff report, published in the meeting agenda, delegation list and/or the minutes of the public meeting and made part of the public record. The City collects this information in order to make informed decisions on the relevant issues and to notify interested parties of Council's decisions. It may also be used to serve notice of a Local Planning Appeal Tribunal hearing. Names and addresses contained in submitted letters and other information will be available to the public, unless the individual expressly requests the City to remove their personal information. The disclosure of this information is governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M. 56. Questions about this collection and disclosure should be directed to: Coordinator of Development Review, Planning (905) 335-7642.

Detail Sketch

