



Municipality of Port Hope

Staff Report

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Report Title: Update on Zoning By-law Review Project Public Meeting for Additional Residential Units

Report to: Planning & Development Committee

Date of meeting: April 19, 2022

Report Author:

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Department responsible:

Planning & Development

Report Number: PD-12-22

Recommendation:

Receive for information.

Highlights:

- First draft of the documents on the Zoning By-law review came forward to Council in the fall of 2021 with the first Open House taking place on October 26, 2021.
- Staff and Meridian Consulting have elected to separate the review into 2 streams: additional residential units and the balance of the proposed changes.
- The additional residential unit's draft by-law changes are prepared, ready for final public consultation and can be brought back for consideration in late spring.
- The balance of the proposed zoning by-law changes will return to Council in early summer for consideration and public consultation.

Background:

This report is an update to a previous report provided to the Planning and Development Committee on the fall of 2021 regarding the Municipality's Zoning By-law Review (ZBLR), which officially commenced spring 2021. First draft and public consultation on the entire project is complete and, in an effort, to bring forward additional residential units in time for the 2022 building season the draft official plan and zoning by-law amendments are prepared and ready for final public consultation.

Two draft reports have been completed by Meridian Planning outlining proposed changes to the zoning by-law and best practices from other Municipalities. The following documents have been posted to the public section of the [Zoning By-law review webpage on the municipality's website](#):

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- A Background Report that provides an overview of the identified issues with the current Port Hope Zoning By-law through discussions with municipal staff, members of Council and the public feedback. The issues have been generally categorized and described under three topics: Housing, Rural Economic Development and Technical Issues.
 - The Additional Residential Units in Port Hope Report provides recommended solutions to permit additional residential units (ARUs) in detached, semi-detached and townhouse dwellings, and in an accessory building or structure (e.g. above detached garages or in coach houses) for both Urban and Rural areas of the Municipality.

In co-ordination with planning staff, Meridian Planning received public comments and have prepared the draft zoning by-law amendment.

Discussion:

This is a modified approach to the original project timeline that now separates the Zoning Bylaw review: first component is the amendments that deal only with ARUs and second component that will deal with other housing topics, Rural Economic Development and Technical Issues as identified in the Background report. The change in course was deemed necessary by staff for the following reasons:

- Higher priority major planning applications throughout the Fall and Winter of 2021 have resulted in some delays in meeting the initial project timelines.
- Strong community interest and the positive response from the public, especially in the Rural area, in establishing ARUs and to take advantage of the upcoming construction season.
- A faster and more streamlined approval process for the ARUs. In accordance with Sections 16(24.1) and 34(19.1) of the Planning Act, no appeals of the Official Plan Amendment and Zoning By-law Amendment establishing permissions for ARU's are permitted and as a result, both the Official Plan Amendment and the Zoning By-law will come into effect once enacted by Council.

Next Steps:

Staff are proposing a Public Meeting be held on May 10, 2022 to consider the proposed amendments to the Official Plan and Zoning By-laws regarding ARUs.

At the Public Meeting, staff will present a report that will provide the following:

- an overview of the proposed amendments
- relevant planning legislation
- comments received to date
- draft wording of the Official Plan Amendment and zoning by-law

No formal recommendations are provided in the staff report and no Council decision is rendered. The public can provide input to the Municipality's Council and staff at any point prior to Council's decision. A Planning Recommendation report will be prepared after the statutory Public Meeting and will be presented to Council for rendering a decision.

Financial Considerations:

The initial budgeted cost for the consultant to undertake the zoning bylaw review is \$31,300. Currently the project is within the budget allocation.

Communications and Public Engagement:

Participants are encouraged to RSVP through the [Zoning By-law Review webpage](#), email planning@porthope.ca or by phone 905-885-2431. The Public Meeting will be hosted using Zoom and will include a presentation by Meridian Planning. Following the presentation there will be an opportunity for Council and public to ask questions of clarification or make comments. Materials related to Public Meeting (report, Draft OPA and ZBA) will be posted to the Municipal project webpage in advance of the Public Meeting.

A plan to communicate the public meeting includes advertisement in the newspaper and on the municipal website, updated social media content, promotion on TV screens in municipal recreation facilities, and updated posters. Those who are subscribed to the Zoning By-law project page will also receive an email notifying them of updates to the project page and informing them of the date for the public meeting.

Conclusion:

Planning staff are working with Meridian Planning to advance the Zoning by-law Review project. A Public Meeting is scheduled for May 10, 2022, where the Draft Official Plan and Zoning By-law amendments re Additional Residential Units will be presented to Council and public.

Attachments:

Attachment 1: Notice of Public Meeting for ARUs