



The Corporation of the Town of LaSalle

Date: July 16, 2019

Report No: DS-26-2019

Directed To: Mayor and Members of Council

Attachments:

Department: Development & Strategic Initiatives

Prepared By: L. Silani, M.PI, MCIP, RPP
Director of Development & Strategic
Initiatives

Policy Council Adopted
References: Strategic Plan

Subject: Preparation of a new LaSalle Comprehensive Zoning By-law --- to
implement the recently approved new Official Plan

RECOMMENDATION:

That the Planning Partnership be retained by the Town to assist LaSalle Planning Staff with the preparation of a new Comprehensive Zoning By-law for a total cost of \$81,000 plus HST.

REPORT:

The recently adopted and approved new Official Plan for the Town of LaSalle articulates the community vision, goals and policy direction that guide both public and private sector decision making, and shapes how this community will develop, redevelop and grow over the next 10 to 20 year time horizon.

The Comprehensive Zoning By-law (CZBL) is an important municipal planning document that regulates and controls:

- how individual parcels of land can be used;
- where buildings and other structures can be located;
- the types of buildings that are permitted;
- the minimum lot sizes and setbacks to all lot lines;
- maximum building heights;
- parking requirements;
- minimum setbacks to watercourses;
- minimum and maximum sizes for accessory buildings; and
- various other development standards.

A Comprehensive Zoning By-law, prepared and adopted under Section 34 of the Planning Act, as amended, implements the land use designations and policies set out in the approved Official Plan.

The CZBL divides the municipality into different land use zones, with detailed maps. The bylaw specifies the permitted uses (e.g. retail commercial or single detached residential) and the required standards (e.g. building size and location) in each zone category.

It also provides for the day-to-day administration of the rules and regulations that are used for the issuance of municipal building permits, and contains specific requirements and standards that are legally enforceable. Construction and development/redevelopment that doesn't comply with the zoning bylaw provisions is not allowed, and the Town will refuse to issue a building permit for those applications.

The Town's existing CZBL was prepared in 1994, and it no longer contains map schedules, zone categories and zoning by-law regulations that conform to the approved new Official Plan.

In 2015, the Town retained the services of the Planning Partnership to assist with the preparation of the Town's new Official Plan. The preparation of a new CZBL to implement the policies and land use designations contained within the approved Official Plan represents the second and final phase of the action plan that Staff and Council have been following since 2015 to completely re-write and update the Town's two (2) key planning documents.

Town Planning Staff are recommending that we retain The Planning Partnership (TPP) to assist Town Staff with the preparation of the new Comprehensive Zoning By-law.

A Joint Work Plan has been prepared that utilizes the talent, skills and experience of both Town Planning and GIS Staff, and Staff from the Planning Partnership, to complete the preparation of the Town's Comprehensive Zoning By-law in a cost-effective, efficient and timely manner.

The Town's Director of Development & Strategic Initiatives will be the overall project manager, and will be overseeing and directing the tasks to be delivered by Town Staff as part of the Joint Work Plan.

Ron Palmer, Partner and Principal Planner with the Planning Partnership, will lead the team of Planning and Urban Design professionals that will be responsible for completing the professional consulting tasks that are being assigned to the Planning Partnership.

Our Joint Work Plan is based on Town Planning and GIS Staff, and Staff from the Planning Partnership working in a seamless collaboration, which will ensure an efficient and cost-effective process that incorporates best practices and proven methodologies being utilized throughout the work program.

The Table below sets out the key tasks and areas of responsibility for both Town Planning and GIS Staff, and for Staff from the Planning Partnership.

Key Tasks/Area of Responsibility	Town Planning and GIS Staff	The Planning Partnership Staff
Preparation of Base Maps, and Map Schedules to be included in the new CZBL	Primary Responsibility	Supportive Role
Completion of Existing Land Use Survey	Primary Responsibility	Supportive Role
Preparation of all Text to be included in new CZBL	Supportive Role	Primary Responsibility
Preparation of all Illustrated Graphics to be included in new CZBL	Supportive Role	Primary Responsibility
Organizing/Public & Stakeholder Consultation	Primary Responsibility	Supportive Role
Attending & Facilitating Public /Stakeholder Consultation	Supportive Role	Primary Responsibility
Preparation of all Drafts and Final Versions of the new CZBL	Supportive Role	Primary Responsibility

We are proposing an August 1st start-up date for this important municipal planning project, with public/stakeholder consultation to begin early in 2020, and with a targeted project completion date of August 2020.

During the public/stakeholder consultation period, a number of open houses will be held and meetings will be scheduled with interested agencies, provincial ministries and with Staff from the County of Essex and the Essex Region Conservation Authority.

The Total cost to be paid to the Planning Partnership for their work on this project is \$81,000 plus HST.

It should be noted that there are substantial cost savings to the Town as a result of this Joint Work Plan with Town Staff. If this project had been awarded on the basis of a traditional



contract, where all the work was being completed by outside consultants, the Town would have incurred a cost of approximately \$125,000 to \$150,000 plus HST.

This project has been included in the 2019 Budget for the Town, and is one of our priority projects in the 2020 Business Plan for our Department. There are sufficient funds set aside in our special study reserve account to retain the services of The Planning Partnership, and to complete this project as proposed.

Respectfully,



L. Silani, M.Pl., MCIP, RPP
Director of Development &
Strategic Initiatives

Reviewed by:						
CAO 	Finance 	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire