

To: COUNCIL
Meeting Date: 3/14/2023
Subject: 2022 Site Plan & Telecommunication Tower Approvals
Submitted By: Lisa Prime, MCIP, RPP, Chief Planner
Prepared By: Michelle Baya, Planner
Report No.: 23-186-CD
File No.: N/A
Wards Affected: All Wards

RECOMMENDATION(S):

THAT Report 23-186-CD 2022 Site Plan & Telecommunication Tower Approvals be received for information.

EXECUTIVE SUMMARY:

Purpose

The following report is for information purposes and outlines the site plan applications approved in 2022.

Key Findings

- 29 site plan applications were approved in 2022, including redline revisions.
- Two (2) exemptions from site plan approval were granted.
- Three (3) applications for Telecommunication Towers were received.
- 34 site plan pre-consultation applications were submitted.

Financial Implications

- A total of \$266,205 was collected in 2022 from site plan applications.
- A total of 12 applications were exempt from paying site plan application fees because the properties were in Core Areas. This includes site plan pre-consultation applications.
- The fee exemption resulted in \$126,670 not being collected.

STRATEGIC ALIGNMENT:

- Strategic Action; or
- Core Service

Objective(s): PLANNING FOR GROWTH - Provide for a mix of development, uses and amenities in order to meet the needs of a changing and diverse population

Strategic Action: Lay the foundation for future community-building

Program: Development Approvals

Core Service: Planning and Design

BACKGROUND:

At the beginning of each year, a report is brought forward to Council for information purposes to report on the site plan applications received, and the site plan approvals granted by the Chief Planner in the previous year. The last site plan report was brought before Council in February 2022.

EXISTING POLICY / BY-LAW(S):

The City of Cambridge By-law No. 20-060, as amended, establishes the entire city as a site plan control area and delegates approval authority for site plan applications to the Chief Planner, pursuant to subsection 41(13)(b) of the Planning Act, R.S.O. 1990, c.P.13.change.

ANALYSIS:

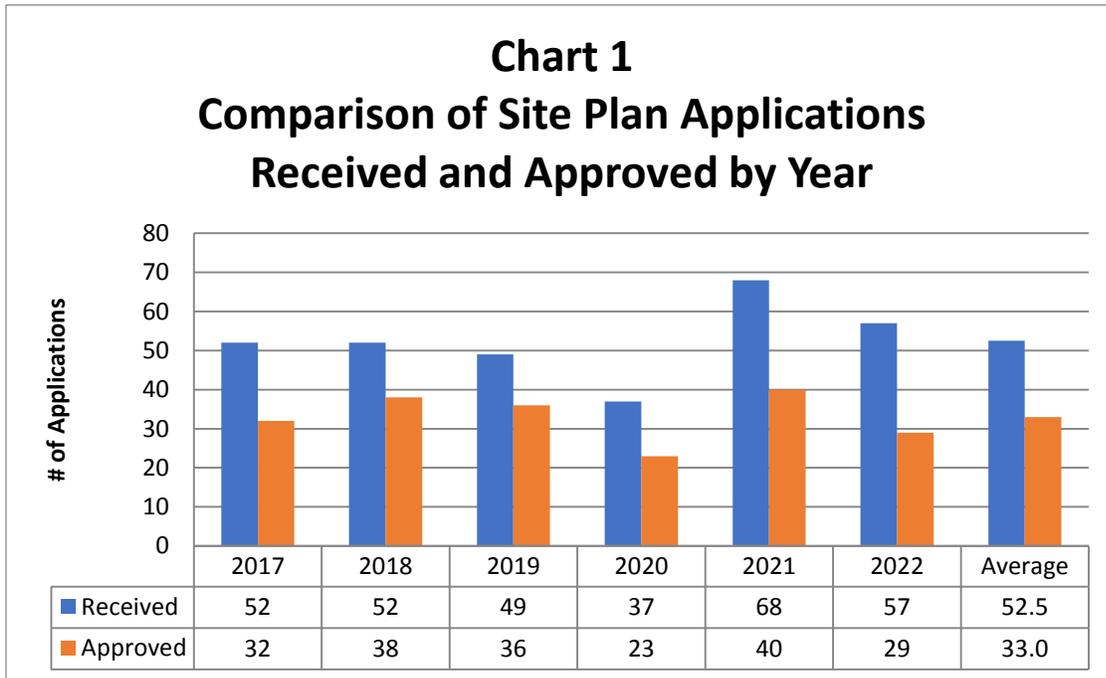
There were 57 site plan applications submitted in 2022.

There were 29 site plan applications approved in 2022, which include seven (7) redline revisions to previously approved site plans. These applications were received between 2017 and 2022. Of these 29 approvals:

- 1 was withdrawn or cancelled;
- 5 approvals were of applications submitted in 2022;
- 20 approvals were of applications submitted in 2021;
- 2 approvals were of applications submitted in 2020;
- 1 approval was for an application submitted in 2019; and,
- 1 approval was for an application submitted in 2017.

For information, redline revisions refer to approved and registered site plans that require minor changes to the site or existing building, which do not require extensive technical review by staff and agencies (e.g. reconfiguration of parking area to accommodate increased use of the site).

A detailed summary of site plan applications approved in 2022 is provided in Attachment 1 and graphically displayed below in Chart 1.



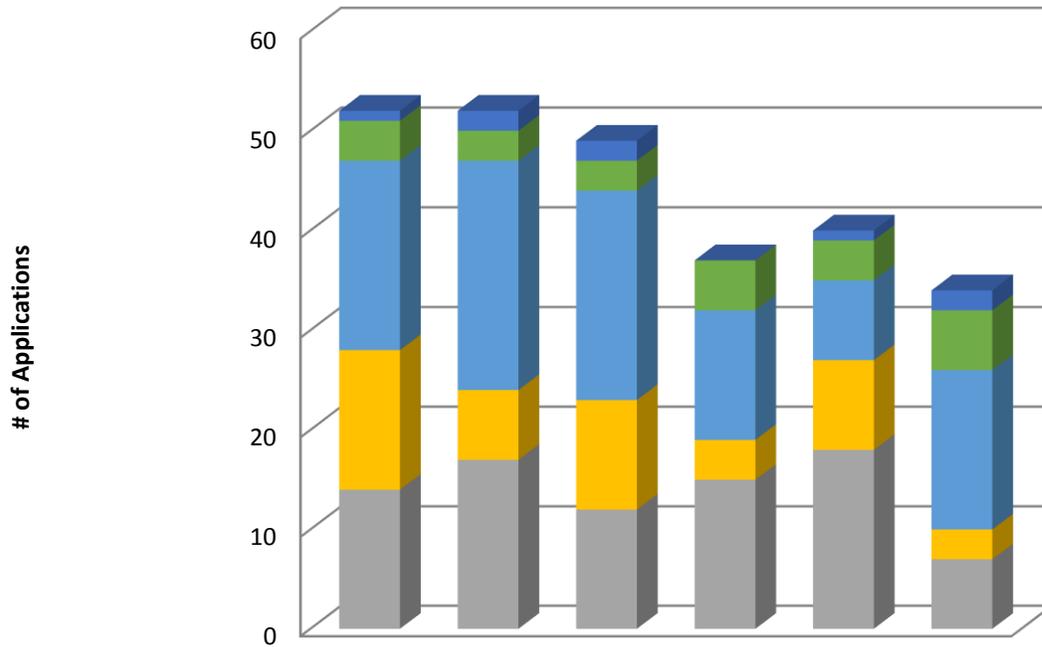
Site Plan Applications Approved by Development Type

The 29 approved site plan applications in 2022 will allow for the following development:

- 48 new townhouse dwelling units;
- 197 new dwelling units within residential buildings or mixed-use buildings; and,
- a total of 196,247.31 sq. m of new Industrial, Commercial, and Institutional floor space.

The figures for site plan applications approved by development type, from 2017 to 2022, are graphically displayed below in Chart 2.

Chart 2
Approved Applications by Type 2017-2022



	2017	2018	2019	2020	2021	2022
■ Telecommunication	1	2	2	0	1	2
■ Institutional	4	3	3	5	4	6
■ Industrial	19	23	21	13	8	16
■ Commercial	14	7	11	4	9	3
■ Residential & Mixed Use	14	17	12	15	18	7

Other Site Plan Submissions in 2022

There were two (2) exemptions from site plan approval that were granted. To receive an exemption from the site plan approval process for either a developed site or a site with an approved site plan, the proposed changes must demonstrate that the intended site work would not result in an increase in the usability of the site and extensive development work (e.g. relocation of signage, garbage or bicycle parking on site).

Further, City staff received three (3) applications for radio telecommunication towers. The City of Cambridge is considered a Land Use Authority (LUA) under Industry Canada’s Radiocommunications and Broadcasting Antenna Systems procedures circular (CPC-2-0-03, Issue 5, June 2014). This procedure requires that proponents who wish to erect a telecommunication or broadcasting antenna (including “cell towers”), must submit their proposal for review to the appropriate LUA. Industry Canada

encourages LUAs to develop their own protocols that reflect local priorities to guide the review process. Cambridge Council approved a Radiocommunication Tower and Antenna Systems Protocol on March 25th, 2015. The protocol requires that cell tower applications that meet the specifications described in the protocol be reviewed by the Site Plan Committee.

Finally, 34 site plan pre-consultation applications were submitted. Site Plan pre-consultation applications allow applicants to discuss their preliminary plans with staff and receive comments regarding any changes that could be made to the plans as well as a complete checklist of submission requirements to increase the efficiency of the site plan approval process if a formal site plan application were made. Pre-consultation applications are not public information and, as such, specific property location details are not included in this report.

FINANCIAL IMPACT:

For this reporting period, site plan applications were subject to the application fees set out in the 2022 Municipal Fees and Charges Schedule. The application fees are intended to help partially recover the processing costs for the applications. Single detached and semi-detached dwellings are generally exempt from Site Plan review. Application fees in core areas are waived for site plan applications.

Attachment 2 displays the amount of fees received over the past five years (2017-2021) by type of application and the fees charged for each application type.

Attachment 3 displays the amount of fees collected in 2022. The calculations include fees collected for pre-consultation application and factor in Core Area fee exemptions.

PUBLIC VALUE:

Does not apply.

ADVISORY COMMITTEE INPUT:

Does not apply.

PUBLIC INPUT:

This report is for information purposes and data recording purposes. In addition, as part of the site plan approval process, no formal public input is required. Details on complete and approved site plan applications can be shared with the public, through a formal request for documentation process, upon request.

INTERNAL / EXTERNAL CONSULTATION:

Input is taken from all members of the Site Plan committee throughout the site plan application review process. Formal sign-offs are required from members of the site plan committee prior to the Chief Planner issuing formal site plan approval.

Each site plan application is circulated to the following internal and external agencies, as applicable, for review and comment:

- City of Cambridge Community Development Department (Engineering, Transportation, Planning and Building Services)
- City of Cambridge Economic Development Division
- City of Cambridge Forestry Division
- City of Cambridge Fire Department
- City of Cambridge Legal Services
- City of Cambridge Corporate Services Department (Accessibility)
- Region of Waterloo (Transportation, Source Water Protection, Rapid Transit)
- Grand River Conservation Authority
- GrandBridge Energy (Formerly Energy+)
- Waterloo Region District School Board
- Waterloo Catholic District School Board
- Ontario Ministry of Transportation
- Hydro One
- CP Rail
- CN Rail
- Canada Post

CONCLUSION:

This report serves to update Council on development approvals resulting from delegated approval authority for site plans. This report is for information and data recording purposes to advise Council that 29 site plan applications were approved in 2022.

REPORT IMPACTS:

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director

Deputy City Manager

Chief Financial Officer

City Solicitor

City Manager

ATTACHMENTS:

1. 23-186-CD Attachment 1 – Site Plan Approvals
2. 23-186-CD Attachment 2 – Applications Received between 2017 & 2021 Displaying Type of Application, Fee Rates, Number Received & Total Fees Received
3. 23-186-CD Attachment 3 – Applications Received in 2022 Displaying Type of Application, Fee Rates, Number Received, Number Exempt from Fees (Core Area Properties), total Fees Exempt and Total Fees Collected