



**The Corporation of the City of Stratford
Planning and Heritage Sub-committee
Open Session
AGENDA**

Date: Thursday, June 29, 2017

Time: 4:30 P.M.

Location: Council Chamber, City Hall

Sub-committee Present: Councillor Ritsma - Chair Presiding, Councillor Ingram - Vice Chair, Councillor Brown, Councillor Henderson, Councillor Vassilakos

Staff Present: Ed Dujlovic - Director of Infrastructure and Development Services, Jeff Leunissen - Manager of Development Services, Jodi Akins - Council Clerk Secretary

Pages

1. Call to Order

The Chair to call the meeting to Order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

The *Municipal Conflict of Interest Act* requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the *Act*.

Name, Item and General Nature of Pecuniary Interest

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.....

3. Delegations

None scheduled.

4. Report of the Manager of Development Services

4.1 Comprehensive Zoning By-law Review Update (PLA17-012)

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Motion by _____

Staff Recommendation: THAT the update report on the Comprehensive Zoning By-law Review be received for information.

5. Project Update

The Project Update will be submitted verbally by the Manager of Development Services at the meeting.

6. Advisory Committee/Outside Board Minutes

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The following Advisory Committee/Outside Board Minutes are provided for the information of Sub-committee:

Heritage Stratford Minutes of April 11, 2017

7. Next Sub-committee Meeting

The next Planning and Heritage Sub-committee meeting is July 27, 2017 at 4:30 p.m. in the Council Chamber, City Hall.

8. Adjournment

Meeting Start Time:

Meeting End Time:

Motion by _____

Sub-committee Decision: That the Planning and Heritage Sub-committee meeting adjourn.



MANAGEMENT REPORT

Date: June 15, 2017
To: Planning and Heritage Sub-committee
From: Jeff Leunissen, Manager of Development Services
Report#: PLA17-012
Attachments: None

Title: Comprehensive Zoning By-law Review Update

Objective: To provide an update on the Comprehensive Zoning By-law Review project.

Background: Following adoption of a comprehensive amendment to the City of Stratford Official Plan on December 14, 2014 (Official Plan Amendment No. 19), the City retained MMM Group, a WSP Company, at a total price of \$79,690 (excluding HST), to undertake a comprehensive review of the City's Zoning By-law (February 9, 2015). This was in accordance with Section 26(8) of the Planning Act which states that "no later than three years after a revision under subsection (1) or (8) comes into effect, the Council of the municipality shall amend all zoning by-laws that are in effect in the municipality to ensure that they conform with the official plan."

The first meeting with stakeholders and Public Information Centre (PIC) took place on October 21, 2015. The meeting with stakeholders took place in the afternoon and the public meeting took place in the evening. Stakeholders invited to participate were based on the list of stakeholders who were invited to participate in the comprehensive Official Plan review. Approximately 20 members of the public attended PIC #1. Notice of the PIC was advertised in the Beacon Herald on October 10, 2015, the City's website and on the www.shapingstratford.ca website. At the meeting, the number one issue was bed and breakfast establishments and the short term rental of entire dwellings units.

Following the PIC #1, the consultants released a Discussion Paper and posted it on the Shaping Stratford website (November 2015). It contained a number of zoning issues which would be addressed through the review including the following:

- Revisions necessary to implement new policies in the Official Plan, including secondary suites, sourcewater protection, bonusing and open space uses;
- Bringing annexed lands into the City of Stratford zoning by-law;

- New parking provisions including shared parking (complementary parking requirements for mixed use buildings), bicycle parking, and parking requirements for single detached dwellings;
- Standardized holding provisions;
- The need to review the Home Occupation provisions; and
- Revisions to bed and breakfast establishment regulations.

In December 2015, the City of Stratford repealed Official Plan Amendment No. 19 and adopted Official Plan Amendment No. 21. OPA No. 21 built on the foundations of OPA 19 and included Ministry of Municipal Affairs comments, updated mapping from the Upper Thames River Conservation Authority, Agricultural policies and lands annexed into the City of Stratford on January 1, 2015.

On July 21, 2016, the Ministry of Municipal Affairs approved OPA No. 21 without any amendments.

In November 2016, the initial draft of the Comprehensive Zoning By-law was uploaded to the Shaping Stratford website.

PIC #2 was held on March 9, 2017. Notice of the PIC was advertised in the Beacon Herald on February 25, 2017 and March 4, 2017, on the City's website and on the Shaping Stratford website. On February 21, 2017, notice was sent by email to 16 individuals who had requested to be advised of meetings. 24 individuals signed in at PIC #2. Similar to PIC #1, most of the questions centred on bed and breakfast establishments and a new use listed in the draft comprehensive zoning by-law "short term rental accommodations". Staff and the consultant also met with stakeholders on March 9, 2017.

Given the feedback from the two PIC's, the comments posted on www.shapingstratford.ca and the emails received by staff, a public open house dealing with just bed and breakfast establishments and short term rental accommodations was scheduled for May 15, 2017. This open house was not included in the original work program and not attended by MMM Group. Notice of the public open house was advertised in the Beacon Herald on May 6, 2017 and May 13, 2017, on the Shaping Stratford website, and by email on May 2, 2017 to 44 individuals requesting to be advised of any meeting. 62 individuals signed in at the open house. Staff did a short presentation, took questions, and invited those in attendance to provide their opinion on a number of different options (see boards below).

The work plan moving forward calls for a 2nd draft of the comprehensive zoning by-law to be released on the Shaping Stratford website in late summer or early fall. A third PIC will be scheduled following release of the 2nd draft By-law. Notice of the 3rd PIC will be through similar means as the earlier PIC's and include notice in the Town Crier, notice on the Shaping Stratford website, notice on the City's website and emails to individuals who have requested to be kept up-to-date on the status of the review.

Public Open House Board 2

Board 2

GUIDING PRINCIPLE PRIORITIES
(IDENTIFY THE 4 BOXES MOST IMPORTANT TO YOU)

4 Blue Dots

NOISE	PARKING PROBLEMS (PARKING ON GRASS, ETC.)	GENERAL INCOMES
SUPPLY LOCAL BUS STOPS IMPROVEMENTS	CONTRIBUTES TO CHARACTER OF AREA	INCREASED PROPERTY MAINTENANCE
SIGNAGE	TECHNOLOGICAL INNOVATION	DIVERSIFY ECONOMY
WASTE STORAGE AND DISPOSAL	INCREASE TAX BASE	COMMERCIAL VEHICLES
DESTABILIZE NEIGHBOURHOOD	CONTRIBUTES TO CITY'S POSITIVE REPUTATION	HOURS OF OPERATION
COMMUNITY TENSION	UNKNOWN NEIGHBOURS	LOSS OF REAL ESTATE HOUSING
ABSENTEE LANDLORDS	SHARING ECONOMY	PROMOTE CITY
INCREASE REVENUE TO CITY	LOSS OF ON-STREET PARKING	LOSS OF RENTAL ACCOMMODATION

*don't use bylaws as a
measure*

Public Open House Board 3

Board 3

OPTIONS BEING CONSIDERED
(IDENTIFY THE OPTION YOU PREFER – 1 RED DOT)

<p>1 STATUS QUO</p> <p>PERMIT ACCESSORY GUEST ROOMS & BED AND BREAKFAST ESTABLISHMENT BUT NOT SHORT-TERM RENTAL ACCOMMODATIONS</p>	<p>2 MINIMAL REGULATIONS</p> <p>PERMIT ACCESSORY GUEST ROOMS, BED AND BREAKFAST ESTABLISHMENTS & SHORT-TERM RENTAL ACCOMMODATIONS SUBJECT TO HEALTH & SAFETY MATTERS BEING ADDRESSED</p>
<p>3 COMPREHENSIVE REGULATIONS</p> <p>PERMIT ACCESSORY GUEST ROOMS, BED AND BREAKFAST ESTABLISHMENTS & SHORT-TERM RENTAL ACCOMMODATIONS SUBJECT TO HEALTH, SAFETY & COMMUNITY COMPATIBILITY MATTERS BEING ADDRESSED</p>	<p>4 NO REGULATIONS</p> <p>PERMIT ACCESSORY GUEST ROOMS, BED AND BREAKFAST ESTABLISHMENTS & SHORT-TERM RENTAL ACCOMMODATIONS WITH NO REGULATIONS</p>

Public Open House Board 4

Board 4

REFINEMENT OF OPTION 2
MINIMAL REGULATIONS
FOR ACCESSORY GUEST ROOMS, B&B'S
& SHORT-TERM RENTAL ACCOMMODATIONS
(ASSUME LICENSING) (IDENTIFY THE 2 BOXES MOST
IMPORTANT TO YOU – 2 RED DOTS)

GUEST REGISTER	INSURANCE
INSPECTION BY BUILDING, FIRE & HEALTH UNIT	EMERGENCY ESCAPE PLAN POSTED, EMERGENCY EXIT LIGHTING INSTALLED INTERCONNECTED SMOKE ALARMS
ALL OF THE ABOVE	OTHER HEALTH AND SAFETY MATTERS

Public Open House Board 5

Board 5

REFINEMENT OF OPTION 3
COMPREHENSIVE REGULATIONS
FOR ACCESSORY GUEST ROOMS, B&B'S & SHORT-
TERM RENTAL ACCOMMODATIONS TO ADDRESS
COMMUNITY ISSUES (ASSUME LICENSING)
(IDENTIFY THE THREE BOXES MOST IMPORTANT TO YOU – 3 YELLOW DOTS)

LOCATIONAL CRITERIA: PROXIMITY TO FESTIVAL FACILITIES & DOWNTOWN	SITE CRITERIA: PARKING
LOCATIONAL CRITERIA: RESTRICTED TO ARTERIAL ROADS	SITE CRITERIA: ALLOWED IN SINGLE DETACHED DWELLING ONLY
LOCATIONAL CRITERIA: RESTRICTED TO ARTERIAL AND COLLECTOR ROADS	SITE CRITERIA: ALLOWED IN MULTI-UNIT BUILDINGS
LOCATIONAL CRITERIA: ONLY ALLOWED IN CERTAIN ZONES	LIMIT ON THE NUMBER OF LICENCES ISSUED
LOCATIONAL CRITERIA ONLY	ALLOWED PROVIDED THEY DO NOT IMPACT HOUSING MARKET
LOCATIONAL CRITERIA: SEPARATION DISTANCE ALLOWED WITH REGULATIONS TIED TO OWNERSHIP	ALL OF THE ABOVE

Following feedback from the PIC #3 staff and the consultants will make the necessary revisions and will schedule the formal Public Meeting before Council. It is expected the public meeting will be in late fall or early winter. Following the formal Public Meeting and based on public feedback received, final revisions will be made to the by-law. Upon completion of the final revisions, the complete comprehensive zoning by-law will be submitted to Council for approval.

Analysis: Staff and the consultants are continuing to work on the draft by-law. While issues around bed and breakfast establishments and short-term rental accommodations have generated much of the feedback following the May 15, 2017 public open house, refinement of other parts of the draft by-law are necessary to make it user-friendly, to meet the long-term needs of the City and to implement the policies of OPA No. 21.

Financial Impact: Council approved the budget for this project (\$79,690 excluding HST) when it accepted the MMM Group bid in February of 2015.

Staff Recommendation: THAT the update report on the Comprehensive Zoning By-law Review be received for information.



Jeff Leunissen, Manager of Development Services



Ed Dujlovic, Director of Infrastructure and Development Services



Rob Horne, Chief Administrative Officer



A meeting of the **Heritage Stratford Committee** was held on the above date at 7:00 p.m., City Hall Annex (Avon Room), 82 Erie Street, Stratford ON

Present: Patrick O'Rourke – Vice-Chair Presiding, Dave Gaffney, Jacob Vankooten, Pat Bolton, Amanda Langis

Staff Present: Jeff Leunissen – Manager of Development Services, Rachel Tucker - Planner, Casey Riehl – Recording Secretary

Absent: Wayne Graham, Nancy Murie, Cambria Ravenhill, Councillor Danielle Ingram

M I N U T E S

1.0 CALL TO ORDER

Patrick O'Rourke called the meeting to order at 7:00 p.m.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None declared.

3.0 ADOPTION OF PREVIOUS MINUTES – March 14, 2017

Motion by Dave Gaffney, seconded by Pat Bolton to adopt the minutes dated March 14, 2017 as printed. Carried.

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

(a) Heritage Inventory Update – Rachel Tucker

Rachel Tucker updated the committee that Marg Rowell is close to completing the Part IV list. She will meet with Ms. Rowell and review what changes will need to happen to correct some of the style names of the designations. She will soon begin working on the non-designated list and start prioritizing the list of properties. Ms. Tucker will inquire if Ms. Rowell would attend the May HS meeting to discuss her progress.

(b) Heritage Stratford Web Page Update – Councillor Ingram

Patrick O'Rourke read an update to the committee he received from Councillor Ingram. She has received information from the past HS chair, who had been

working on this project. She is sorting through it and hopes to have a draft for the next meeting.

(c) James Anderson Award Update – Pat Bolton/Amanda Langis

Pat Bolton reported that she and Wayne Graham have met and have some preliminary plans for the awards ceremony. Ms. Bolton will contact the recipients and discuss a date and venue with them. If it suits the recipients, the plan is to hold the ceremony on June 13, 2017, which is the usual HS meeting date. Wayne Graham has sent the recipients a letter notifying them of the award.

(d) Joint Heritage Meeting with St. Marys

Staff reported that the St. Marys heritage committee is meeting on April 8th and will let the Stratford committee know if they will be attending and how many. Members discussed the idea of holding the meeting at a room at the University, the Auditorium at City Hall, Kiwanis Centre, Rotary Complex or staying at the Avon Room. Staff will inquire with the University if there is a room the committee can use. The Stratford Committee will plan to meet at 6:30 p.m. and invite the St. Marys guests to come for 7:00 p.m.

(e) Update on Open House at U of W (March 20/17) – Councillor Ingram

Patrick O'Rourke read an update from Councillor Ingram that attendance was down significantly from last year's open house. She handed out basic information on Part IV and V designations. She also shared this information when she attended the City Centre AGM on March 28, 2017 and reminded all business property owners to check with City Hall to see if a heritage permit is required any time they wish to change windows, signs, etc.

(f) Community Logo Contest – P. Bolton/P. O'Rourke/D. Gaffney

Dave Gaffney updated the committee that the members of the review committee have had a preliminary look at the entries. There are approximately 35 submissions. They should have it narrowed down by the end of April.

5.0 DESIGNATION UPDATES

Stratford Fairgrounds – Jeff Leunissen updated the committee that the text is complete, as set out in the heritage tool kit. He inquired with the land surveyor on the cost of just registering Part I, which is the Fairgrounds, as well as registering the draft reference plan. Both options are expensive for the committee. The committee decided that due to the timing of the upcoming RFP for the property and the fact that the lands will possibly be described in the next 3-4 months, it makes sense to wait until this process is complete.

Patrick O'Rourke has completed his report for the Fairgrounds. Rachel Tucker will inquire if Marg Rowell will review it.

Jeff Leunissen noted that the Official Plan states that if the Heritage Conservation District is more than ten years old, it should be revisited to see if it is still accurate and update the standards that go along with it.

6.0 BUILDING DEPARTMENT REPORT (April 2017) – Rachel Tucker

Rachel Tucker reviewed the April report with the committee. There was one heritage alteration permit issued (22 Wellington Street). Jeff Leunissen stated that staff met with SABA the end of March to remind them that if they are working in the downtown core, to inquire if they need a heritage alteration permit.

7.0 BLUE PLAQUE UPDATE

Staff will review Council minutes dating back to 2012 to see if there is some information regarding this program.

8.0 NEW BUSINESS

(a) Ministry of Tourism, Culture & Sport – Letter of Waiver – J. Leunissen

Jeff Leunissen submitted the yearly letter the committee receives regarding examining documents at the Registry Office.

(b) Cinema at City Hall – Dave Gaffney

Dave Gaffney inquired about a possible sign that is being installed on the side of City Hall. Jeff Leunissen explained that Council is aware of the sign and has authorized the installation. It is basically a cabinet that the cinema can hang posters, etc. in to advertise shows. Mr. Leunissen does however need to send a form to the Ontario Heritage Trust to let them know that Council has authorized the erection of a sign and wait for their feedback. Mr. Leunissen also informed the committee that a request has been received to install a satellite dish on the roof, which will also be sent to the Ontario Heritage Trust. Patrick O'Rourke stated that the mandate of HS is to give City Council advice on items such as this, but when HS is not aware of such requests, it is difficult to give feedback. This discussion might need to be with Council, ultimately it is Council that decides what HS's role is, not staff.

9.0 NEXT MEETING DATE – Tuesday, May 9, 2017 @ 7:00 p.m. – Avon Room

10.0 ADJOURNMENT

**Motion by Dave Gaffney, seconded by Pat Bolton to adjourn the meeting.
Carried.**

Time: 7:45 p.m.