



## Staff Report

---

**Report To:** Council Meeting  
**From:** Bryan Pearce, Planner  
**Date:** 2021-05-27  
**Subject:** Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18)

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18);

And that West Elgin Council approve a By-law for establishing a Site Plan Control Area for the Municipality of West Elgin, in accordance with the draft by-law with the revisions included, as contained within Appendix One of this Report, 2021-18.

### **Purpose:**

To present Council with a Site Plan Control Area By-law for enactment, following up from the Preliminary Report that went before West Elgin Council on April 8, 2021.

### **Background:**

As a result of April 8, 2021 Council Resolution 2021-109, Administration posted the draft by-law and report for comments on the website to engage with interested stakeholders, as shown below: <https://www.westelgin.net/en/news/site-plan-area-control-by-law-comments.aspx>

No formal comments were received from stakeholders (Council, public and developers, etc) on the draft by-law.

With the proposed Site Plan Control Area By-law will align planning and building reviews to aid in streamlining development through the Municipal approvals and Approval Authorities Having Jurisdiction (ie. MTO, MCEP, MNRF, County and LTVCA), as required. Site Plan Approval would be required prior to issuance of a building permit, in order to commence construction, as part as all applicable law requirements pursuant to the *Building Code Act*.

Site plan control is a way for municipalities to guide development on a site-specific basis, to ensure that:

- Developments are built and maintained in a proper manner;
- New developments meet certain standards of quality and appearance;
- Proper servicing and infrastructure is provided;
- There is safe and easy access for pedestrians and vehicles;
- The appearance and design features of buildings, and their sustainable design, are satisfactory;
- There is adequate landscaping, parking and drainage; and

- Nearby properties are protected from incompatible development through noise abatement, screening and landscape design.

Typically, site plan control involves the review of:

- Drawings that illustrate the physical arrangements of structures on the site and the location of access points, parking areas, pedestrian linkages, landscaping, lighting, fencing and signage; and
- Drawings for the development's municipal servicing (water, storm water drainage and sanitary) design.

Developments not requiring Site Plan Approval would be focused predominately on low density residential and agricultural uses, as further detailed in Section 4.1 of the Draft By-law, in accordance with the West Elgin Official Plan policies.

Contrarily, developments requiring Site Plan Approval would include, but not limited to, industrial, commercial, institutional, agri-commercial, agri-industrial, medium and high-density residential development (being uses not listed under Section 4.1 of the By-law), for new, expansion, conversions and redevelopment.

Some examples of Developments that would undergo a Site Plan Review process, include but not limited to:

- Conversion of an institutional building into a residential building;
- New gas station;
- Expansion of an existing school;
- Multi-unit apartment building;
- Townhouse; and
- Warehouse Facility.

Administration has proposed minor edits to the draft by-law from the draft presented to Council on April 8, 2021. The revisions are shown through the red-lined version as appended to this report.

### **Financial Implications:**

Site Plan Review is an applicant-based process and Administration's time is considered through the collection of fees in accordance with the Municipality's Fees & Charges By-law, as amended time to time.

### **Policies/Legislation:**

*Planning Act*  
County of Elgin Official Plan  
Municipality of West Elgin Official Plan

### **Summary:**

Planning Staff advises that the by-law is in compliance with the Planning Act and conforms to the policies of the County of Elgin Official Plan and Municipality of West Elgin Official Plan.

Planning Staff recommends that Council approve the draft by-law with the revisions included, as appended to this report.

Respectfully Submitted,

Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner  
Municipality of West Elgin

## Report Approval Details

Document Title:	Site Plan Control Area By-law - Recommendation Report - 2021-18-Planning.docx
Attachments:	- Appendix One - Planning Report 2021-18 - Site Plan Control Area By-law - Final Draft for Council.pdf
Final Approval Date:	May 25, 2021

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott