



Hamilton

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Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-4202

July 25, 2017

File: FC-17-079

Urban Solutions Planning and Land Development Consultants Inc.,
c/o Sergio Manchia
105 Main Street East, Suite 501
Hamilton, ON, L8N 1G6

Dear Sir:

RE: Formal Consultation Meeting – Application by Urban Solutions Planning and Land Development Consultants Inc. on Behalf of Brooklyn Contracting Inc. for Lands Located at 154 Main Street East and 49 Walnut Street South, Hamilton (Ward 2)

Please find the attached Formal Consultation Document from the Development Review Team Meeting held on **June 21, 2017**, which identifies the required items that must accompany future applications for **Official Plan Amendment, Zoning By-law Amendment** and **Site Plan Control** in order to deem the applications complete, in accordance with the *Planning Act*.

As part of the Formal Consultation Process, signatures by the Owner(s) and Agent/Applicant are required. Please return a signed copy of the Formal Consultation Document to the Development Planner. Should you wish to proceed with the submission of the above noted applications for this proposal, please enclose a copy of the signed Formal Consultation Document with your applications.

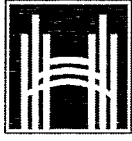
If you have any questions or require assistance at any time throughout the development process, please feel free to contact Daniel Barnett at 905.546.2424 ext. 4445 or by e-mail at Daniel.Barnett@hamilton.ca, or myself at ext. 1258.

Yours truly,

Anita Fabac, MCIP, RPP
Manager of Development Planning, Heritage and Design
Planning Division

Attachment

cc: Brooklyn Contracting Inc. (c/o Marko Juricic) 3245 Harvester Road, Unit 14,
Burlington, ON, L7N 377



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Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905.546.2424 - Fax: 905.546.4202

Formal Consultation Document

Meeting Date: June 21, 2017 File No: FC-17-079

Owner: Brooklyn Contracting Inc. (c/o Marko Juricic)

Applicant: UrbanSolutions (c/o Sergio Manchia)

Agent: UrbanSolutions (c/o Sergio Manchia)

PROPERTY INFORMATION

Address and/or Legal Description: 154 Main Street East and 49 Walnut Street South

Main Street East

Lot Frontage (metres): 36.4 Lot depth (metres): 43 Lot Area(m²): 1,501

Jackson Street East

Lot Frontage (metres): 34.2 Lot depth (metres): 41.7 Lot Area(m²): 1,436

Urban Hamilton Official Plan Designation: Downtown Mixed Use Area

Downtown Secondary Plan Designation: Central Business District (154 Main St E) and Medium Density Residential (49 Walnut St S)

Other Plan Designation: _____

Zoning: D3 (Downtown Mixed Use) Zone (154 Main St E) & D6 (Downtown Multiple Residential) Zone (49 Walnut St S)

Description of current uses, buildings, structures and natural features on the subject lands: 154 Main St E – Two storey office building

49 Walnut St S – Surface parking

Brief description of proposal: The applicant proposes to replace the existing commercial office and parking lot in order to establish a mixed use development consisting of a 16 storey residential tower with 200 units fronting Main Street East. A 5

storey parking structure is proposed along Jackson Street East that will comprise 206 parking spaces. Approximately 1,408 square metres of retail / commercial floor space is proposed on the ground floor of the residential tower. The applicant also proposes closure of the alley behind 154 Main Street East.

APPLICATIONS REQUIRED

Rural Hamilton Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Urban Hamilton Official Plan Amendment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Local Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Zoning By-law Amendment (Complex)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Subdivision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Condominium (Type: _____)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Site Plan (Type: Full Application)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Consent	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Variance(s)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New Commercial and Residential zoning may be implemented which could be different than the current zoning. Accordingly, additional applications may be required. If a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).

FEES REQUIRED

City of Hamilton:	Official Plan Amendment.....	\$17,955
	Zoning By-law Amendment (Complex).....	\$22,260
	Site Plan Control (Full Application).....	\$9,275
Other:	Tariff of Fees (as condition of final Site Plan Approval) (10 units x \$540) + (40 units x \$325) = \$18,400	
TOTAL:	OPA / ZBA subtotal.....	\$40,215
	Less: 25% for joint applications.....	\$30,161.25
	Less: FC Fee (\$1,085).....	\$29,076.25
	Plus: Site Plan Control.....	\$38,351.25

Notes:

- Formal Consultation fee may be credited towards a future application
- Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.

- Further fees may be required at a later date as per the fee schedule.
- Separate cheques are payable to the City of Hamilton and the applicable Conservation Authority.
- A Cost Acknowledgement Agreement for potential costs at the Ontario Municipal Board may also be required.

DESIGN REVIEW PANEL

The Design Review Panel shall provide urban design advice to Planning Division staff on Planning applications with respect to complex Zoning and Site Plan applications in the following Design Priority Areas:

- (a) Downtown Hamilton Secondary Plan Area;
- (b) Areas of Major Change and Corridors of Gradual Change within the West Harbor Secondary Plan Area;
- (c) Primary Corridors as shown on Schedule E – “Urban Structure” of the Urban Hamilton Official Plan;
- (d) Any other large scale projects that may impact the physical environment functionally and/or aesthetically.

The Director of Planning or his or her designate may waive projects from the review of the Design Review Panel, if the project is not deemed to have the potential to significantly impact the physical environment functionally and/or aesthetically.

Design Review Panel review required? Yes No

REQUIRED INFORMATION AND MATERIALS

All identified reports, studies, and/or plans must be submitted before an application is deemed complete. Unless otherwise noted, 5 copies of each item and an electronic digital file in PDF locked file format must be submitted.

Reports, Studies, Plans	Required	Staff Responsible for providing guidelines or terms of reference
Background Information		
Survey Plan	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [for all applications]
Concept Plan	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [for Official Plan / Zoning By-law Amendment stage]
Planning		
Affordable Housing Report/Rental Conversion	<input type="checkbox"/>	

Assessment		
Draft OPA, and By-laws	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
Land Use/Market Needs Assessment	<input type="checkbox"/>	
Planning Justification Report <i>(Refer to the attached "Guidelines for the Preparation of a Planning Justification Report" for Terms of Reference)</i>	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
Site Plan, Parking Plan, Building Elevations	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Site Plan Control stage]
Urban Design Report <i>(Refer to "Guidelines for Urban Design Reports" located at the following link: https://www.hamilton.ca/develop-property/policies-guidelines/guidelines-urban-design-reports for Terms of Reference)</i>	<input checked="" type="checkbox"/>	Development Planning – Max Kerrigan, ext. 1291 [Official Plan and Zoning By-law Amendment stage]
Cultural		
Archaeological Assessment	<input type="checkbox"/>	
Cultural Heritage Impact Assessment	<input type="checkbox"/>	
Environmental		
Aggregate Resource Assessment	<input type="checkbox"/>	
Aggregate/Mineral Resource Analysis	<input type="checkbox"/>	
Air Quality Study	<input type="checkbox"/>	
Channel Design and Geofluvial Assessment	<input type="checkbox"/>	
Chloride Impact Study	<input type="checkbox"/>	
Cut and Fill Analysis	<input type="checkbox"/>	
Demarcation of top of bank, limit of wetland, limit of natural hazard, limit of Environmentally Significant Area (ESA), or limit of Conservation Authority regulated area	<input type="checkbox"/>	
Environmental Impact Statement (EIS)	<input type="checkbox"/>	
Erosion Hazard Assessment	<input type="checkbox"/>	
Fish Habitat Assessment	<input type="checkbox"/>	
Floodline Delineation Study/Hydraulic Analysis	<input type="checkbox"/>	
General Vegetation Inventory (GVI)	<input type="checkbox"/>	
Impact Assessment for new Private Waste Disposal Sites	<input type="checkbox"/>	
Karst Assessment/Karst Contingency Plan	<input type="checkbox"/>	
Landscape Plan	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 & Forestry – Sam Brush, ext. 7375 [Site Plan Control stage]
Linkage Assessment	<input type="checkbox"/>	
Meander Belt Assessment	<input type="checkbox"/>	

Nutrient Management Study	<input type="checkbox"/>	
Odour, Dust and Light Assessment	<input type="checkbox"/>	
Restoration Plan	<input type="checkbox"/>	
Shoreline Assessment Study/Coastal Engineers Study	<input type="checkbox"/>	
Slope Stability Study and Report	<input type="checkbox"/>	
Species Habitat Assessment	<input type="checkbox"/>	
Tree Management Plan/Study	<input type="checkbox"/>	
Tree Protection Plan (TPP)	<input type="checkbox"/>	
Environmental/Servicing and Infrastructure		
Contaminant Management Plan	<input type="checkbox"/>	
Record of Site Condition (RSC)	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage] – Can also be addressed through Holding Provision
Erosion and Sediment Control Plan	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Hydrogeological Study	<input type="checkbox"/>	
Grading and Drainage Plan	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Servicing Plan	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Stormwater Management Report and Storm Drainage Area Plan	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Geotechnical Study	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Sub-watershed Plan and/or update to an existing Sub-watershed Plan	<input type="checkbox"/>	
Financial		
Financial Impact Analysis	<input type="checkbox"/>	
Market Impact Study	<input type="checkbox"/>	
Servicing and Infrastructure		
Recreation Feasibility Study	<input type="checkbox"/>	
Recreation Needs Assessment	<input type="checkbox"/>	
School Accommodation Issues Assessment	<input type="checkbox"/>	
School and City Recreation Facility and Outdoor	<input type="checkbox"/>	

Recreation/Parks Issues Assessment		
Functional Servicing Report	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Official Plan and Zoning By-law Amendment stage]
Servicing Options Report	<input type="checkbox"/>	
Water and Wastewater Servicing Study	<input checked="" type="checkbox"/>	Development Engineering – Saleem Sial, ext. 4196 [Condition of Site Plan Approval]
Land Use Compatibility		
Agricultural Impact Assessment	<input type="checkbox"/>	
Dust Impact Analysis	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	
Landfill Impact Study	<input type="checkbox"/>	
Minimum Distance Separation Calculation	<input type="checkbox"/>	
Noise Impact Study	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
Odour Impact Assessment	<input type="checkbox"/>	
Sun/Shadow Study	<input checked="" type="checkbox"/>	Development Planning – Max Kerrigan, ext. 1291 [Official Plan and Zoning By-law Amendment stage]
Vibration Study	<input type="checkbox"/>	
Wind Study	<input checked="" type="checkbox"/>	Development Planning – Max Kerrigan, ext. 1291 [Official Plan and Zoning By-law Amendment stage]
Transportation		
Cycling Route Analysis	<input type="checkbox"/>	
Transportation Impact Study	<input checked="" type="checkbox"/>	Corridor Management – Sandra Lucas, ext. 4575 [Official Plan and Zoning By-law Amendment stage]
Parking Analysis/Study	<input type="checkbox"/>	
Pedestrian Route and Sidewalk Analysis	<input type="checkbox"/>	
Roadway/Development Safety Audit	<input type="checkbox"/>	
Modern Roundabout and Neighbourhood Roundabout Analysis	<input type="checkbox"/>	
Neighbourhood Traffic Calming Options Report	<input type="checkbox"/>	
Transit Assessment	<input type="checkbox"/>	
Transportation Demand Management Options Report <i>(Refer to "Transportation Demand Management Land Development Guidelines" located at the following link: https://www.hamilton.ca/develop-property/policies-guidelines/transportation-demand-management-land-</i>	<input checked="" type="checkbox"/>	Transportation Management – Tiffany Wosey, ext. 2553 [Zoning By-law Amendment stage]

<i>development-guidelines for Terms of Reference)</i>		
Cost Recoveries		
Cost Acknowledgement Agreement	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
DRP Submission Requirements	<input type="checkbox"/>	
Public Consultation Strategy (Refer to attached "Public Consultation Strategy Guidelines" for Terms of Reference)	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
Other:		
Pest Control Plan	<input checked="" type="checkbox"/>	Public Health Services – Latchman Nandu, ext. 5813 [Condition of Site Plan Approval]
Dust Mitigation Plan	<input checked="" type="checkbox"/>	Public Health Services – Roger Finkenbrink, ext. 5820 [Condition of Site Plan Approval]
Right of Way Impact Assessment (if reductions to road widening and/or daylight triangles desired) (Refer to attached "Right of Way Impact Assessment Guidelines" for Terms of Reference)	<input checked="" type="checkbox"/>	Development Planning – Daniel Barnett, ext. 4445 [Official Plan and Zoning By-law Amendment stage]
Construction Management Plan	<input checked="" type="checkbox"/>	Corridor Management – Sandra Lucas, ext. 4575 [Condition of Site Plan Approval]

ADDITIONAL INFORMATION

Additional Agencies to be contacted: _____

Comments: Based on the current Downtown Hamilton Secondary Plan (DHSP), an OPA would be required for 49 Walnut Street South should commercial use(s) be included or if the parking structure is proposed as including a commercial parking facility.

A 20 storey mixed use building with a four (4) storey podium along Main Street East and a five (5) storey parking structure at Walnut and Jackson Streets was reviewed by DRP on June 8th, 2017.

Jackson Street is identified in the DHSP as a street with special streetscaping.

Road widenings on Main Street East (2.44m), Walnut Street South (1.22m) and Jackson Street East (2.02m) are required as well as daylight triangles at Main / Walnut Streets (12.19m) and Jackson / Walnut Streets (4.57m).

Alley closure to be determined as it may not be supported by commercial property owners who use the alley for access and loading / unloading.

PLEASE BE ADVISED OF THE FOLLOWING:

1. *The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Formal Consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Hamilton to either support or refuse the application.*
2. *This document expires 1 year from the date of signing or at the discretion of the Director of Planning.*
3. *In the event this Formal Consultation Document expires prior to the application being accepted by the City, another document may be required.*
4. *If an application is submitted without the information and materials identified in this Formal Consultation Document the City may deem such an application incomplete and refuse to accept the application.*
5. *In accordance with the Planning Act, it is the policy of the City of Hamilton to provide public access to all Planning Act applications and supporting documentation submitted to the City. Therefore, the information contained in an application and any documentation, including reports, studies and drawings, provided in support of an application, by the owner, or the owner's agents, consultants and solicitors, constitutes public information and will become part of the public record. With the filing of an application, the applicant consents to the City of Hamilton making the application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.*
6. *It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.*
7. *The above requirements for deeming an application complete are separate and independent of any review under the Ontario Building Code (OBC) as part of the Building Permit review process. In the event that a building permit application does not comply with the OBC, a letter outlining the deficiencies or areas of non-compliance will be issued to the owner and/or agent. Formal consultation and building permit review are separate and independent processes.*

SIGNATURES

Daniel Barnett
Planning Staff

Daniel Barnett

Planning Staff Signature

July 25, 2017

Date

Anita Fabac
Planning Staff

Anita Fabac

Planning Staff Signature

July 25/17

Date

Engineering Staff

Engineering Staff Signature

Date

Owner

Owner Signature

Date

Applicant (I have the authority
to bind the Owner)

Applicant Signature

Date

Agent (I have the authority
to bind the Owner)

Agent Signature

Date

Other Staff or Agency

Signature

Date

Other Staff or Agency

Signature

Date

Other Staff or Agency

Signature

Date



Hamilton

PUBLIC CONSULTATION STRATEGY GUIDELINES

PURPOSE AND OBJECTIVE:

The purpose of this document is to provide a guideline for preparing a Public Consultation Strategy as part of a complete application for an Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision. This document will continue to recognize that Public Participation Policy which allows the proponent to hold a Community Consultation meeting before submission of an application; however, the applicant will be required to hold a public meeting either prior to submission of a complete application and submit the required information noted below or submit a Public Consultation Strategy as set out below.

Public Consultation Strategies shall be required for the following applications:

- Official Plan Amendments
- Zoning By-law Amendments
- Draft Plan of Subdivision

Public Consultation Strategies may be requested, if deemed appropriate by the Manager of Development Planning, Heritage and Urban Design, for all other planning applications.

All consultation shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a submitted application being deemed incomplete.

The goal of a Public Consultation Strategy is to ensure that the public is informed of proposals in their community and provide a forum of which to obtain information and voice their support/objection. A record of the comments and views from the public shall be recorded and become part of the planning report.

REQUIREMENTS:

Public Consultation Strategies must include the following:

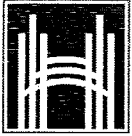
	Explanation
Target audience of the consultation	<i>Who will be informed of the consultation and how. Demonstrate an understanding of the demographics in the neighbourhood.</i>
If done, record of consultation efforts made before the application was submitted	<i>Evidence of the consultation efforts made prior to application, including recorded outcomes.</i>

<p>List the stakeholders and how they are impacted</p>	<p><i>List the public, businesses BIAs, agencies, neighbourhood associations, and any other parties that would be impacted as a result of the application and how.</i></p>
<p>Tools to be used to consult/engage the public</p>	<p><i>Given the rapidly changing technology and social media environment, in addition to considering traditional consultation methods such as a meeting, the applicant may present alternative options for connecting with the community/different demographics and stakeholder groups. These alternative methods shall be detailed in the strategy.</i></p> <p><i>The strategy shall include how the consultation is advertised (i.e. how residents/stakeholders are directed to social media or events/public meetings). The public must be notified on the engagement a minimum of 10 days prior.</i></p> <p><i>Consideration must be given to access and equity (AODA requirements).</i></p>
<p>Timing of consultation</p>	<p><i>Consultation efforts must commence: 30 days from date application is deemed complete for routine ZBA. This timeframe shall apply to consents and site plans, if required.</i></p> <p><i>60 days from date of application is deemed complete for complex ZBA, OPA and/or Plan of Subdivision.</i></p> <p><i>If a meeting/event is proposed the consultation strategy must include a date, time and location.</i></p> <p><i>If other consultation methods are proposed (other than a meeting/event), the strategy must specify the date of commencement and duration of the consultation effort.</i></p>
<p>Method to receive and document comments</p>	<p><i>Public input must be documented. A record of public comments and recorded views of named persons referenced shall be submitted.</i></p>

	<i>If in person consultation occurs, comment cards/forms shall be made available for those in attendance at the meeting as well as online commenting options.</i>
Proposed participants in consultation and their role	<i>Applicant/Agent, consultants, City Staff (at the request of the applicant), agencies, Councillors, etc.</i>
Requested City resources	<i>Are any City resources required for this consultation to occur?</i>
Expected/Potential Issues	<i>Identify potential issues for the community relating to the application and potential responses/solutions.</i>

Additional Submission Requirements if a public meeting/event is proposed:

- A. Individual invitations to attend the meeting must be provided to the City's Manager of Development Planning, Heritage and Design, the Ward Councillor, and all property owners, Neighbourhood Associations and Business Improvement Area Associations, identified stakeholders, within 120 m of the subject property unless an alternative radius is agreed to by the City and applicant. Input may be solicited from the Ward Councillor. These invitations must be sent a minimum of 10 days prior to the meeting.
- B. The following items shall be required to be submitted to the City as part of community consultation for an application within 14 days of a consultation meeting:
1. An address list of people/organizations invited to the meeting;
 2. A copy of the materials presented at the meeting;
 3. Sign in sheet of meeting participants;
 4. Minutes of the meeting;
 5. A copy of all written comments received;
 6. A written summary of all of the comments received verbally and in writing; and,
 7. A description of any modifications made to the proposal as a result of the meeting.



Hamilton

GUIDELINES FOR THE PREPARATION OF A PLANNING JUSTIFICATION REPORT

PURPOSE AND OBJECTIVE:

The purpose of this document is to provide a guideline for the preparation of Planning Justification Reports which are required for the submission of an application for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision, and/or Site Plan, under the Ontario *Planning Act*, R.S.O. 1990. All Planning Justification Reports shall follow the guidelines contained in this document. Failure to adhere to the guidelines may result in a report being considered unsatisfactory and a submitted application being deemed incomplete.

The goal of a Planning Justification Report is to provide a background context, an overview of the purpose and effect of an application, and establish a professional planning rationale for the application by demonstrating how a proposal conforms to applicable planning policy documents and good planning principles.

All reports must indicate the author of the report, and be signed by a Registered Professional Planner (RPP) or a Certified Planning Technician (CPT).

Reports are expected to vary widely in content and detail according to the nature and complexity of the application; however, all reports must include the following general sections:

- Introduction
- Site Context
- Description of Proposal
- Policy and Planning Analysis
- Summary/Conclusion
- Appendices/Maps/Plans

The information requirements for the above sections are outlined on pages 2-4.

Planning Justification Briefs:

For less complex proposals, a Planning Justification Brief may be requested instead of a full report. A Planning Justification Brief may be included as a covering letter with a formal application, or as a short report. The purpose of a Planning Justification Brief is to give a summary of the proposal and outline the merits of the proposal based on good planning principles. The requirement for a Planning Justification Brief will be determined on a case by case basis, through the Formal Consultation process.

Planning Justification Briefs must be signed by a Registered Professional Planner (RPP) or Certified Planning Technician (CPT). Briefs do not need to include a detailed policy analysis or detailed Appendices, Maps and Plans, but must include, at a minimum:

- A short description of the proposal and the site context;
- A summary addressing how the proposal meets the general intent of Provincial policies and the City of Hamilton's policies, including any policies specific to the subject lands; and
- A summary of how the proposal is consistent with good planning principles.

REPORT CONTENT

A. Introduction

Every report must contain a brief introduction which outlines:

- Who was retained to write the report and date retained
- What application(s) has/have been submitted or are required
- Whether pre-consultation took place with the City and date of meeting(s)
- A statement of the purpose of the report

B. Site Context

The site context is intended to assist the reader in understanding where the proposal is located and the characteristics of the landscape surrounding the site of the proposal. Specifically, this section of the report will contain:

- A description of the location and existing condition of the subject lands;
- A description of surrounding land uses (if industrial or commercial, specify types of businesses) and important features such as roads and environmental features;
- Identification of constraints affecting the site (e.g. water features, hazard lands, access restrictions, etc);
- Identification of any lands on the site regulated by a Conservation Authority;
- Identification of other development proposals affecting surrounding land uses; and,
- Maps or reference to appendices which help to provide a context for the site and the surrounding lands (Surveys, aerial photographs, area maps, etc.)

C. Description of the Proposal

The intent of the proposal description is to provide sufficient information to allow the reader to understand the purpose and effect of the application(s). This section of the report must provide details about proposed uses, proposed buildings, if known, the planning history of the site (i.e. previous applications), and any previous consultation with the City or a Conservation Authority.

Where modifications to the parent zoning by-law provisions are proposed, a detailed concept plan shall be provided showing all applicable zoning regulations (e.g. lot frontage, setbacks, coverage, encroachments, building height, parking (both number and size of spaces) etc.).

The description of the proposal will also list and provide a brief description of any other supporting technical studies that have been submitted in support of the application, as these may relate to applicable planning policies (e.g. Traffic Studies, Noise Assessments, etc.).

D. Policy and Planning Analysis

The Policy and Planning Analysis is the most important part of the Planning Justification Report, as it is the basis for establishing why a proposal should be considered and approved.

Policy Analysis

The Policy Analysis must provide an outline of applicable planning policy documents and the regulatory contexts, quoting specific policies that are relevant to the proposal. The report must establish a basis for the application(s) by providing a detailed analysis of the identified relevant policies and how the proposal conforms to the policies. Where changes to zoning are proposed, the report must discuss the appropriateness of any requested zoning, including the basis for any requested modifications which are specific to the proposal.

The following documents must be addressed, where they are applicable to a submitted application:

- 1. Provincial Policy and Legislation**
 - Provincial Policy Statement
 - Growth Plan for the Greater Golden Horseshoe
 - Greenbelt Plan
 - Niagara Escarpment Plan
 - Parkway Belt West Plan

- 2. Municipal Policy**
 - Urban or Rural Hamilton Official Plan
 - Secondary Plans
 - Neighbourhood Plans
 - Council Adopted Guidelines and Studies

- 3. Zoning By-law**

Notes:

Applications for Residential Uses

Applications which propose residential uses must provide an analysis of proposed densities and unit counts compared to the requirements in applicable policy documents.

Documents Under Appeal

In some cases policy documents or zoning by-laws affecting the subject lands may have been adopted or approved by Council, but are under appeal. In these cases, the documents are not in effect, but are relevant to the proposal. All Planning Justification Reports should address the policies in these documents as part of the Policy Analysis, and identify if changes would be needed if the document or by-law were in effect.

Applications for Conversion from Rental Tenure to Condominium Ownership

All applications for Draft Plan of Condominium which propose to convert a building from rental tenure to condominium ownership require the submission of a Planning Justification Report. In addition to providing a site context and a description of the proposal, the report shall provide a detailed analysis addressing the criteria for rental conversions as set out in the Official Plan.

Planning Analysis

The planning analysis is intended to provide a rationale and opinion as to why the proposal is appropriate, in terms of how the proposal addresses “good planning principles”. For example, this may include a discussion of how the proposal provides beneficial social, economic or environmental outcomes; how the proposal contributes to creating complete, vibrant communities; and/or how potential negative impacts have been avoided or mitigated.

E. Summary/Conclusion

The purpose and intent of this portion of the report is to provide City Staff with a summary that contains statements presenting:

- The purpose and effect of the application, including why the requested amendments are necessary;
- A summary of the key relevant plans and policies and how they are being addressed;
- A summary of the key merits of the application; and,
- Final recommendations.

F. Appendices, Figures, Maps and Plans

The following visual aids and/or appendices are commonly included in Planning Justification Reports and should be included where applicable:

- Maps, including aerial photographs, land parcel mapping or legal surveys
- Street level pictures of the land subject to proposed development

- Official Plan maps of land use designations or other designations
- Zoning mapping
- Concept Plan or Preliminary Site Plan
- Official Plan Amendment Sketch/Copy of draft Official Plan Amendment
- Zoning By-law Amendment Sketch/Copy of draft Zoning By-law modifications
- Draft Plan of Subdivision

Park Issues Assessment – Terms of Reference

Requested at Formal Consultation to be provided with a future formal application (i.e. Draft Plan, Official Plan and Zoning By-law Amendment or other planning applications when applicable). This assessment can be a standalone document or form part of the Planning Justification Report.

1. Parks Hierarchy and Open Space Spatial Analysis of existing and proposed parkland relative to the proposed development, including:
 - a. Provides context (where parks and open spaces (existing and proposed) are located and their relative distance to each park, and park classification)
 - b. Provide figure with school board properties (provides community context as a shared green space)
 - c. Provide a figure identifying private and public outdoor amenity space (identify ownership of green spaces including plazas, courtyards, parkettes, etc.)
 - d. Demonstration of parkland dedication requirements of the proposed development (i.e. 0.7ha per 1000 persons or minimum service radius/walking distance: neighbourhood parks 800m).
 - e. Identify active transportation routes and barriers to access parks and opens spaces from the proposed development (escarpment, highways, arterial roads, etc.)
2. Provide neighbourhood parkland deficiency comparators for existing deficiencies and proposed deficiencies with proposed application, including other approved/pending development applications if they are within the same neighbourhood planning unit or Secondary Plan area
3. Natural open space to be dedicated to the City shall be identified and supported with a proposed annual maintenance plan with estimated operating costs.
4. If a neighbourhood park or a parkette is proposed, justification will be required if a minimum 2 hectares of parkland cannot be provided.



RIGHT OF WAY IMPACT ASSESSMENT GUIDELINES

The Right of Way Impact Assessment shall summarize the proposal and provide justification for its requirement. The proposal must demonstrate significant adverse impacts to one or more of the four criteria:

1) Impacts on existing built form.

Impacts may include circumstances where an existing building is located within a required road widening. Providing the widening through the existing building would be considered a significant adverse impact.

2) Impacts on an existing streetscape.

Impacts may include a situation where existing buildings along the street provide a continuous building setback and a new development on the same street is required to have a much greater setback from the actual street, due to a large road widening. The widening would create a significant adverse impact on the streetscape character.

3) Impacts on the natural heritage system.

Impacts may include circumstances where a site design that is created to accommodate a full road widening would result in adverse impacts on a feature of the natural heritage system, such as a watercourse, wetland, or woodlot.

4) Impacts on a cultural heritage resource.

Impacts may include circumstances where providing a road widening on a heritage property or an adjacent property might impact some of the features that are protected by the heritage designation, such as fencing, gates, or a specific landscape.

The Right of Way Impact Assessment will be submitted in the form of a letter with the above information to the Manager of Development Planning, Heritage and Urban Design as part of a complete application.

