

**Request for changes to the Site Plan Approval process**  
**Delegation to the Planning Committee**  
**October 17, 2017**  
**Cameron Kroetsch**

I'm asking for support from this Committee to change the process. Specifically, I'm asking that a member of the Planning Committee make a motion to refer a decision to City Council for a vote on the proposal I have outlined in my presentation. For your reference, here are the points I mentioned in my presentation:

- **Residents informed early on:** Include a mandatory step to inform nearby residents of site plan approval applications early in the Formal Consultation / "pre-consultation" stage (in advance of any presentation to the Design Review Panel);
- **No waiver provided to "skip steps":** Make it mandatory that all new site plan applications (those which would be subject to the Site Plan Approval process) be processed without "waivers" given to expedite approval or skip important steps;
- **Make comments and documents easier to get and standardize how comments are provided:** Post comments from City staff and site plan documents to the City's website, well in advance of approval; and
- **Major design changes must go back to the Design Review Panel:** Require developers to resubmit their applications when they make major/significant changes to their site plans.