



CITY OF HAMILTON
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Planning Division

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	June 16, 2020
SUBJECT/REPORT NO:	Design Review Panel Mandate Update (City Wide) (PED13137(c))
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Shannon McKie (905) 546-2424 Ext. 1288
SUBMITTED BY:	Steve Robichaud Director of Planning and Chief Planner Planning and Economic Development Department
SIGNATURE:	

RECOMMENDATION

That the Revised Design Review Panel Mandate, attached as Appendix “A” to Report PED13137(c), to facilitate electronic participation and to reflect the 2018 updated Downtown Secondary Plan Boundary changes, be approved.

EXECUTIVE SUMMARY

At the March 8th, 2017 City Council, the Design Review Panel (DRP) was permanently established and incorporated into the development review process (PED13137(b)). A DRP Mandate (Mandate) was approved to define the composition, roles, responsibilities and process for the DRP, including the meeting protocol. The established meeting protocol contemplates in-person meetings, presentations, question periods and DRP responses. Given the closure of City Hall due to the COVID-19 emergency declaration, April and May DRP meetings have been postponed delaying the review of approximately nine development applications. To address the current back log and to avoid any further delays staff has amended the Mandate and developed a protocol to proceed with virtual DRP meetings.

Additionally, the Mandate, Design Priority Area Map No. 1 – Downtown Hamilton Secondary Plan requires an update to reflect the recently updated Downtown Hamilton Secondary Plan boundary changes in accordance with OPA 102.

Alternatives for Consideration – See Page 4

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: N/A

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

At the February 27, 2017 Planning Committee, the staff recommendation that the DRP be established on a permanent basis and a supporting Mandate was approved. Since June 2017, DRP has met monthly, as required, to review development proposals as a part of the development review process. On March 17, 2020 all city facilities were closed to the public in response to the COVID-19 pandemic. DRP meetings scheduled for April 9th and May 14th, 2020 were subsequently cancelled due to the closure of City Hall.

Approximately nine applications remain in the que to be presented to DRP to advance current applications or to allow for a future submission. To address the backlog and avoid delays, staff have investigated the opportunity to hold virtual DRP meetings. Accordingly, the Council Mandate requires amendments to allow for virtual meetings and allow for the real time public observation of the meetings.

The Mandate requires an additional update to reflect the recent approval of the Downtown Hamilton Secondary Plan boundary which was approved by Council on May 9, 2018 (OPA 102).

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

The Council approved Mandate requires that all complex Zoning and Site Plan applications, civic projects, new policy initiatives, and studies with urban design components in the following Design Priority Areas shall be reviewed by the DRP:

- Downtown Hamilton Secondary Plan Area;
- Areas of Major Change and Corridors of Gradual Change within Setting Sail Secondary Plan Area; and,

- The Urban Hamilton Official Plan Primary Corridors (Upper James Street, James Street, Main Street, and King Street).

As a result, approximately nine proposals are currently in the que to be reviewed by DRP to advance current development applications or to make a future submission.

RELEVANT CONSULTATION

Staff have reviewed other municipal approaches to facilitating DRP during the closures. A summary of Municipal DRP meeting practices during the Covid-19 pandemic is attached as Appendix “C” to Report PED13137(c).

ANALYSIS AND RATIONALE FOR RECOMMENDATION

1. Revised Mandate

- (a) To avoid further delays the Council approved Mandate requires updating to allow for virtual meetings in place of in-person meetings. Accordingly, amendments to Section 6.3 a), b) and h) are proposed to:
- Allow for virtual meetings during an emergency declaration or at the discretion of the Director of Planning and Chief Planner;
 - Allow for real time public observation of the virtual DRP meeting; and,
 - Posting a recording of the virtual DRP meeting in addition to a written summary. The written summary will continue to be the official record of the meeting.

The revised Mandate is attached as Appendix “A” to Report PED13137(c) and the specific new provisions are Sections 6.3 a) i), b) i), and h) i) of the DRP Mandate.

- (b) OPA 102 established a new Downtown Hamilton Secondary Plan (DTSP) boundary in accordance with the Urban Hamilton Official Plan, Urban Growth Centre. To ensure alignment between the boundaries of the DTSP and DRP the DRP Mandate, Design Priority Area Map No. 1 – Downtown Hamilton Secondary Plan, has been replaced with the in force and effect Downtown Hamilton Secondary Plan Land Use Plan B.6.1-1.

2. Virtual DRP Protocol:

To accompany the Mandate, a Virtual DRP Meeting Protocol (attached as Appendix “B” to Report PED13137(c)) has been established to outline the

appropriate virtual platform, procedures, participation and etiquette during the virtual DRP meetings. Staff, panel members, applicants and members of the public will be required to participate in accordance with the virtual meeting protocol to ensure that meetings are run efficiently and without interruption.

ALTERNATIVES FOR CONSIDERATION

There are nine proposals in the que to be presented to the DRP as well as future anticipated submissions identified through 2019 and 2020 Formal Consultation applications. Should DRP meetings be cancelled indefinitely, the development application review period will be delayed and, in some cases, new applications cannot be submitted without consulting with DRP.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Economic Prosperity and Growth

Hamilton has a prosperous and diverse local economy where people have opportunities to grow and develop.

Healthy and Safe Communities

Hamilton is a safe and supportive City where people are active, healthy, and have a high quality of life.

Clean and Green

Hamilton is environmentally sustainable with a healthy balance of natural and urban spaces.

Built Environment and Infrastructure

Hamilton is supported by state of the art infrastructure, transportation options, buildings and public spaces that create a dynamic City.

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" – Design Review Panel - Mandate

Appendix "B" – Virtual Design Review Panel Protocol

Appendix "C" – Virtual DRP Meetings – Municipal Comparison

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