



Corporation of the City of St. Catharines
DEVELOPMENT PROCESS REVIEW COMMITTEE MEETING

Tuesday, October 25 @ 3:00 PM
St. Catharines City Hall, 50 Church Street: CR # 1 , Third Floor

MEETING NOTES

Present: Mayor McMullan

Staff: Jim Riddell, Sandy Burrows, Brian Thiessen (PDS), Sandra Lawson (TES),
Christopher Cooper (Legal)
Tim Kenny, Daniel Roberge, Glenn Barr

Regrets: Councillor Bill Phillips, Shelley Chemnitz (FMS), Sandra Lawson (TES), Judy
Pihach (PDS), Terri Johns, David Cooperman, Rob Baiocco, Tony Difruscio,
Kathy Lurette, Ken Gonyou

Guest: Jeff Cook and Ruth Tibbs, 164 Eastchester #2, Fish and Chips shop
John DeJongh, Charter Building

Welcome from Jim Riddell (Mayor detained)

Roundtable introductions

1. Small Business ~ Jeff Cook

- Description of requirements, timelines and expenses incurred during the process of applying for permits to operate new business, Fish and Chips shop
- Business abandoned due to ongoing unexpected costs
- Jim Riddell suggests that a preconsultation meeting with staff would have provided a clear picture of the requirements and costs anticipated up front
- Problem identified that there has been a lack in regular communication between Fire and Building with respect to building code/fire requirements
- Jim Riddell has met with Fire Chief Mark Mehlenbacher to address this oversight

Action: Mayor will be making a motion at Council for a Staff Report to address the means of expediting the process for same use permits (to include input from EDTs)

2. Expansion of Lincoln Fabrics ~ John DeJongh

- Chronological list of events
 - i. Mar 27, 2012: Applied for permit (600 ft expansion, 2 storeys)
 - ii. Apr 18, 2012: 1st review letter from City (*load test)
 - iii. Charter submitted documentation for those requirements
 - iv. Apr 27, 2012: 2nd review letter from City
 - v. Enroachment required from Region (*)
 - vi. June 7, 2012: Survey done and submitted to Region
 - vii. June 20, 2012: Enroachment agreement issued and bldg permit issued
 - viii. Advised that Heritage Committee approval required (*)

- ix. This approval was later realized to be not necessary
- Mr. DeJongh had not encountered some of these requirements (*noted) during the process of acquiring building permits for the other two expansions Charter had built for Lincoln Fabrics
- Sandy explains that unfortunately, news of the encroachment as a requirement of the Region, had to be communicated through City of St. Catharines
- Regional and City planning staff do meet twice per month to discuss permit applications at Development Committee meetings but further discussion can take place on expediting the approval process

Action: Mayor will be making a motion at Council regarding the duplication of services between Region and the municipalities. A permitted plan from another municipality should meet the requirements of another within the Region

3. Site Plan approval continuous improvement initiatives ~ Jim Riddell

- Meetings being held with private sector and staff
- A report will be prepared for Council

PDS initiatives:

- i. Customer service
 - Promoting a “can-do” attitude and fostering team approach
 - Workshop scheduled for staff
- ii. Preconsultation
 - Need to come up with a plan & the conditions for a “complete ap”
 - This requires building consensus amongst departments
- iii. Complete Staff Manual
 - Defined roles and duties for staff for each application in order to maximize first class submissions of applications & consistent follow up
- iv. Partnering between City, outside agencies and development industry critical
- v. AMANDA
 - 2013 budget item consideration
 - Has the means to track and generate reports, easing staff resources
- vi. Agreements
 - Legal is working to streamline agreement process
- vii. Development Committee representation
 - Currently, junior staff attend but there is a need for mgmt staff
- viii. Facilitator Function
 - A designated staff member required to resolve, mediate and facilitate projects
 - Looking to redefine staff roles
- ix. Performance Management Measures
 - Staff report will outline the timelines for permits and site plan agreement approval processes & will convey to Council through annual reports

x. Letters of Credit

- Looking at a model for site plan agreements where the refunds are paid back to the developers in phases at stipulated stages of construction
- Staff report being prepared

4 CIP Review 2013 ~ Jim Riddell

- Current program ends Dec 2014
- A working group will be started to review the current program and FMS will report on the status of CIP at the end of November
- There is a need to fund the CIP but also the need to recognize these programs as sources of long term revenue providers
- Encourages development where there wouldn't otherwise be any

Adjourn: 4:30pm

Next meeting: February, to be scheduled