



**Our Aim:**

- Provide bi-annual updates to community stakeholders
- Communicate information on upcoming policy and legislative changes
- Work together with the development community
- Encourage new growth in Leamington

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# Developers' Newsletter

Volume 1, Issue 2

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## Leamington Launches Social Media Channels

Since the Developers' Workshop in the spring of this year, the Municipality has added social media to its communication efforts as part of informing the public and engaging conversation.

Leamington's new website was officially launched in May 2013 providing a modern, comprehensive and easy to navigate communication tool.

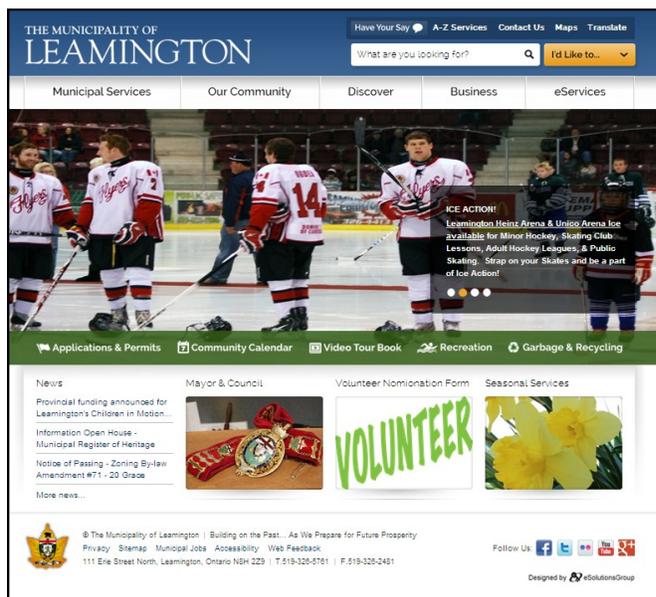
In addition to the new website, the Municipality launched its official Facebook, Twitter and YouTube pages in July 2013.

The move into social media reflects Leamington's commitment to find new ways to communicate with residents and key stakeholders like the development community.

Council, as part of its Strategic Planning Recommendations, made enhanced communication a priority.

The new sites will be used to post timely news updates, events, notices, program announcements and departmental information of interest to the community, visitors, developers and investors.

More specifically, developers will be able to find mapping, official plan policies, zoning regulations along with the necessary



applications required to process development proposals.

The new website will also be monitored often and questions responded to by appropriate staff during business hours.

It is anticipated that in the future, this communication tool will grow into other services such as providing developers with access to application status and updates.

Here is a list of social media pages that might interest you:

Twitter for the Municipality:  
<http://twitter.com/TweetLeamington>

Facebook for the Municipality:  
<http://www.facebook.com/MunicipalityofLeamington>

YouTube : <http://www.youtube.com/user/TownofLeamington>

Or, you can visit [www.learmington.ca](http://www.learmington.ca) to access Facebook, Twitter and YouTube pages and to read the posting policy.

*"The way people prefer to receive information about the Municipality has changed and we have to change to make sure we are providing them with the access they want, when they want it. These social media channels will enhance our communication with the community" - Mayor John Paterson*

## Southwinds Estate —Subdivision Showcase

In March 2008 the County of Essex approved the application for plan of subdivision. The developer then entered into a development control agreement with the Municipality of Leamington.

The County of Essex has now approved the subdivision and it is registered as Plan 12M-563 in the Land Registry Office (see plan below).

The property is described as Part of Lot 9 and 10, Concession 1 in the former Township of Mersea, now the Municipality of Leamington.

The subject property is 39 acres (15.9 ha) in size. It is located east of County Road 20 (also known as the East Side Arterial Road (ESAR)) and south of Mersea Road 2 (Oak Street East)

The Key Map below illustrates the proposed layout.

The property is designated Residential in the Leamington Official Plan (2008) and zoned Residential R3 (H) in the Leamington Zoning By-law #890-09.

The plan proposes to develop in three (3) phases with a total of 172 dwelling units.

The infrastructure for phase one of the development is currently in the process of being built. Phase one includes 24 single unit detached dwellings and 19 single unit attached dwellings (townhouses). Frontage ranges from 60 feet to 85 feet with depths from 114 feet to 135 feet.

Equinox Realty Inc is the current owner of the property and is now accepting offers.

Prices range between \$41,900.00 to \$82,900.00.

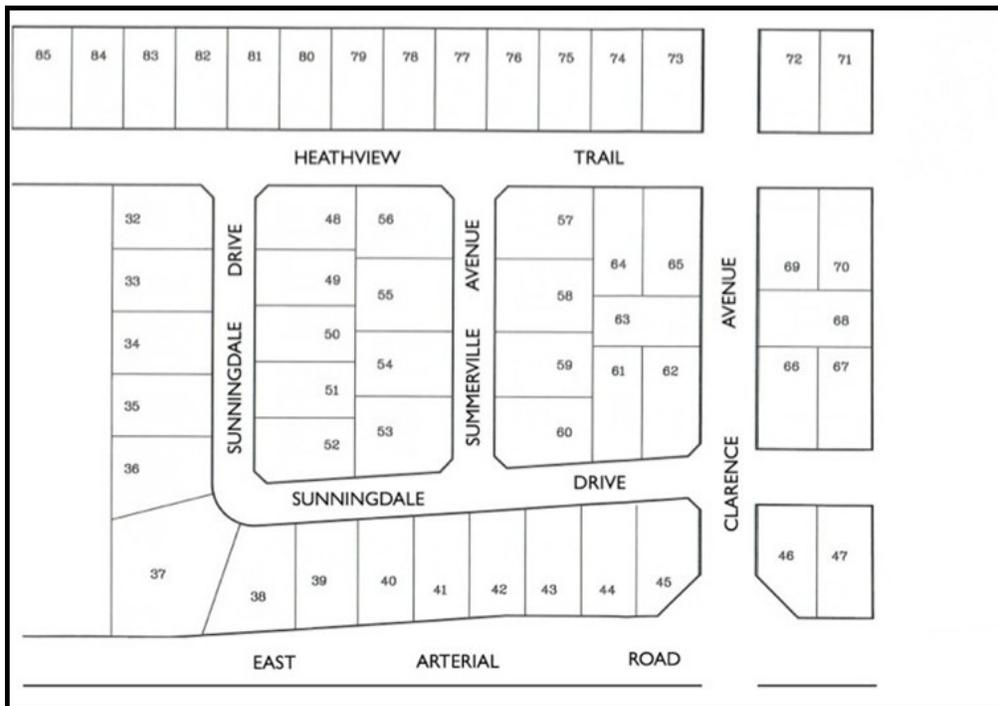
Equinox is a LaSalle based company that was established by Ralph Sandstedt, Broker of Record in 2003.

A veteran of the industry, Mr. Sandstedt decided to create Equinox Realty Inc. as a family company, including his daughter Jessica Sandstedt, Broker on his Sale team. In 2010 Jeff Derochie, Sales Representative and Appraiser joined the Equinox family.

The company focuses its attention on Windsor and Essex County's growing communities.

For more information, please go to the company website at [www.equinoxrealty.ca](http://www.equinoxrealty.ca) or contact them by phone at 519-978-9300 or by email at [equinox@mnsi.net](mailto:equinox@mnsi.net).

*" Whether through  
land development,  
new home sales or  
residential and  
commercial resale,  
the sale team is  
there to help" -  
Ralph Sandstedt*



## Site Plan Control—What You Need to Know

### What is "Site Plan Control"?

Site Plan Control is a development review process which evaluates the layout of site features, (buildings, parking areas, landscaping, etc), but not the interior spaces of the proposed structures. It seeks to mitigate the impact of development on municipal infrastructure, as well as create a high standard level for development. It works prior to the building permit process.

Any development, redevelopment, or site alteration may proceed only with approval of the site plan control process. The development of single-detached dwellings is exempted.

### What is the process for Site Plan Control Approval?

1. The application is received by staff at the municipal office. (Please see the next section for items that should be included in the application).

2. The Development Services Review Committee, made up of staff, will evaluate the completed application. The applicant may be required to meet with the Committee in order to discuss the application.

3. The Committee may support the application, or ask the applicant to make modifications to it.

4. Once the Committee is satisfied with the application, the staff will draw up a site plan agreement. This document sets out the details of the site plan and any agreements that the developer is required to enter into in order to ensure that development is carried out properly.

5. The site plan and site plan agreement will be forwarded to Municipal Council for final approval.

6. Council, may approve the application, refuse the application, or make modifications to it.

7. If the application is approved,

the applicant will be required to sign the site plan agreement, pay any deposits and fees, and ensure that the agreement is registered on title.

8. The engineering department will oversee that the development follows the site plan agreement.

### What items do I need to include in my application?

Three items must be submitted when the application is first made:

1. **Application Form** (available at the municipal office)
2. **Site Plan** (see requirements below)
3. **Application Fee** refer to the fee schedule for the most up to date list of fees

### It is important that the submitted site plan be legible, drawn to scale, and include all of the items listed below:

▣ The front, side, and rear lot lines; with adjacent streets labelled.

▣ Scale (preferably both by bar and ratio) and north arrow.

▣ The footprints of all existing and proposed structures.

▣ Setback distances (front, side, and rear) for both existing and proposed structures.

▣ Existing and proposed driveways, and parking areas, including an indication of the type of surface material (i.e. asphalt, or other hard surface).

▣ The parking layout including the dimensions of proposed spaces, aisle widths, and the provision for barrier-free parking. (Note: minimum required dimension are 10' x 20', barrier free 16.40' x 20').

▣ Traffic circulation, including lane widths, turning radii, traffic sign locations.

▣ Fire access routes and fire hydrants

▣ Existing and proposed loading doors and bays, loading areas, and intended truck traffic routes.

▣ Existing and proposed locations of building entrances, and any exterior walkways, stairs, and escalators.

▣ Location of signs and antennas (see municipal bylaw).

▣ Type and location of outside garbage storage.

▣ Landscaped and/or grassed areas.

▣ Proposed buffering, fencing, etc., (including retaining walls where applicable).

▣ Roof drainage leads, with the direction of proposed water flow.

▣ Proposed and existing elevations at 10 or 20 metre intervals, and those of drainage ditches, depressions, swales, and at the corners of buildings and the lot.

▣ Any proposed catchbasin systems, including proposed outlets to the municipal drainage system.

▣ A schedule / table showing:

- a. Total lot area.
- b. Total existing building area and proposed building area.
- c. Proposed % of building lot coverage of lot.
- d. Proposed building height.
- e. Proposed number of units.
- f. Number of parking spaces to be provided (existing and proposed).
- g. Proposed building use.

▣ A title block, containing:

- a. Name and address of the project.
- b. The lot and plan number (if applicable).
- c. Date drawn, and by whom.

**Please Note:** Owners must confirm with the local conservation authority if permits are required.

For further information, please contact Denise McGregor, AMCT, Planning Technician at (519) 326-5761 x1402.

*"In some circumstances, Council has delegated authority for site plan control exemption, it is beneficial to check with staff to confirm. Our mandate is to help process development applications in a comprehensive but timely manner" - Tracey Pillon-Abbs, Director of Development Service*

## Uptown Leamington Community Improvement Plan (CIP) Update

The uptake on the program has been slow as of this fall. With some additional promotion it is hoped that more interest will be generated.

As a review, in August 2012, Council approved the Leamington Uptown Commercial District Community Improvement Plan (CIP).

Under the regulations of the *Planning Act* a CIP is a planning and financial tool that allows the Municipality to effectively use, reuse and restore lands, buildings and infrastructure.

The objective of a CIP is to continually improve communities through the realization of environmental, social, cultural and economic benefits achieved from more sustainable growth management and development practices.

There are two types of initiatives under the CIP. One initiative is grants (see list below) that are

offered to businesses and/or property owners within the defined CIP area.

The other initiative is a municipal revitalization program under which the municipality invests funds directly into capital infrastructure and operating costs to achieve the objectives of the CIP. Projects for this program includes the development of four gateways, additional parking signage, walk your bike signage and bike parking signage.

The amounts allocated to the grants and programs are established in the CIP and reviewed annually by Council at budget review.

Even though the uptake in applications for 2013 grants remain to be slow; administration does not recommend any revisions to the 2013 work plan at this time.

The next report back will be after the end of September 2013 (end of third quarter) at which time Council may want to discuss options to help stimulate interest.

Administration has consulted with approximately 20 - 30 property/business owners about the available grants. Most people were looking for information regarding the funds that were available and assistance from staff on the types of projects they would qualify for.

Administration could use some help form the development industry to share the information. There is currently \$299,255.00 in this year's allocation.

Anyone interested in more information about grants or projects for Uptown Leamington are to contact the Manager of Planning Services at 519-326-5761 x1405 or go to our web at [www.leamington.ca](http://www.leamington.ca).



Grant Type	Purpose of the Grant	Key Details of the Grant
Building Exterior and Façade Improvement Grant	To improve the front and rear appearance of existing building facades. Create a more attractive streetscape. Improve public safety.	Improvement costs includes brick work, windows, entranceway medications, signage, etc.
Renovation Grant	Encourage the upgrading, rehabilitation and redevelopment of commercial, mixed uses and residential buildings. Improve safety by bringing the buildings into compliance with the Ontario Building Code and Ontario Fire Code. Encourage conversion of second floor storage to residential units. Retrofitting for energy efficiency.	Eligible work includes smoke alarms, fire escapes, roofing, electrical, flooring, new residential units, etc.
Residential Development Charges Grant Program	Construct new residential units through redevelopment and/or expansion of existing buildings.	Grants are for the residential development charge amount.
Municipal Fee Grant Program	Grants are for the cost of the development process.	Includes building permit fees, planning act application fees, sign permit fees, etc.
Sidewalk Cafe Grant Program	To construct temporary patio and sidewalk on municipal right-of-way for existing food and beverage establishments. Encourage street level pedestrian activity.	Costs include sidewalk re-alignment, raised patio, overhangs, roofs, stairs, handrails, signage, etc.
Business Relocation & Expansion Grant	Encourage new and existing businesses to locate along Talbot Street East. Foster and develop and area that is struggling with vacancies and business turnover.	Costs include moving expenses, equipment setup, utility service setup, temporary storage, etc.

## Development Charges Five Year Review

Council will be reviewing the Development Charges (DC) starting in November of 2013.

Municipalities may, through by-law, impose DC rates against land to pay for capital costs required because of increased needs for services (ie new roads, sewers, water, special studies, recreational facilities, fire trucks, etc) arising from development (single/semi, apartments, greenhouses, commercial, etc).

A DC by-law is valid for up to five years. Council has reviewed the DC every five years since 1999 and have passed the latest DC by-law on August 25, 2009.

The DC by-law applies to the entire Municipality and provides for annual indexing on January 1st of each year.

The existing by-law will expire on August 25, 2014 and will be reviewed in a comprehensive manner with a consultant prior to that time.

It is anticipated that an RFP will be prepared and sent out this October for the consultant selection by the end of the year.

The consultant that will be hired is expected to lead the project team and Council and assist with the following:

- Project plan and timeline;
- Prepare population projection based on how the Municipality has grown in the past using census data and building permit information;
- Prepare the relevant background report, including pertinent projects the Municipality will require based

on how it is expected to grow;

- Proposed project manager and staff and their roles as well as relevant experience and education background of each;

The cost of the work is 90% recoverable from the DC. Meaning only 10% will be paid for by taxes.

As part of the DC Act a Public meeting is required. It is anticipated that the key stakeholders from the development community will be informed and invited to participate.

After the decision is made by Council, there will be an appeal period once notice is given.

It is anticipated that the DC will be ready for final approval by Council in June of 2014.

*“Participation from the stakeholders is key to the success of reviewing the development charges and getting input on the 2014 planning fees” - Bill Marck, CAO*

## Planning Fees Review

An informal Open House will be held on Monday, October 28<sup>th</sup> 2013 from 4:00 pm to 6:00 pm in the Gallery of the Municipal Building to discuss proposed increased to the planning fees for 2014.

New planning fees are being proposed to ensure that they reflect the cost of development

by the user and not through taxation.

Administration reviewed the actual costs to process planning and development applications internally. Administration also completed a review of the fees charged by other area municipalities and found current fees to be at the mid to low end.

There are new fees that are proposed that are not currently listed within the Municipal Fees By-law. Also, there are two (2) options being proposed on updating the existing fees: 1) Fee and Deposit System or 2) Percentage Increase.

All stakeholder are welcome to attend.

## Development Charges Deferral Program

Just a reminder that the development charges deferral program is almost at the end of its first year.

Council has approved a DC deferral program which provides a financial benefit to developers by allowing them to defer payments for a period of time that could allow them to build and sell a house before having to pay the development charge.

The deferral allows the developer to commit less money

to each development and theoretically allow a builder to build more houses at once. The program may encourage development at a quicker pace.

Development Charges Deferral Program defers DC rates for up to 18 months from the date of the building permit issuance or the time of sale.

The deferral applies to single and semi-detached dwellings.

In the event that the deferred DC

becomes payable and remains unpaid on the due date, the amount of unpaid DC may be added to the tax roll and collected as property tax with appropriate interest calculated.

The Program is made available for one year, from January 1, 2013 to December 31, 2013. Council will revisit the program in 2014.

Applications are available from Building Services.

## BIA Boundary Change

Administration received correspondence from the Board of Management of the Uptown Leamington BIA in March 2013 requesting that the existing boundary be amended.

BIAs are legislated under section 204 (i) of the *Municipal Act* which allows local municipalities to designate an area to oversee improvements, beautification and maintenance of land, buildings and structures. It also allows an opportunity to promote an area as a business or shopping area.

Members of the BIA include both property owners and tenants within the BIA area that were assessed in a business class (commercial and industrial) and do not include properties that are owned by the Municipality, vacant land or properties used for residential purposes.

The BIA levy paid by members is based on the assessed value of the property.

The existing Leamington BIA was established in 1979 by by-law No 3007. The existing boundary has not been modified since its inception.

There are currently 145 properties in the existing BIA area. The amendment to the existing boundary proposed to add 29 new properties in total.

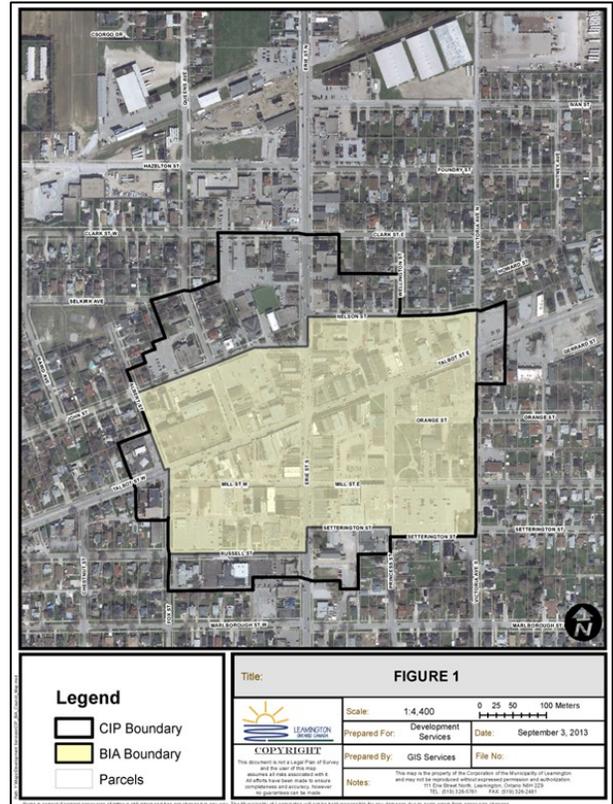
The new boundary was chosen to match the CIP area in order to help compliment the grant program and revitalization initiatives by the Municipality.

The BIA held an informal open house in May 2013 to offer an opportunity for existing and proposed property owners to discuss the proposed boundary amendment.

Council authorized Administration to send out formal notification under the *Municipal Act* of Council's intention to pass a By-law to alter the BIA boundary.

The by-law was approved in September 2013 and will take effect in January 2014 when the BIA present their budget for review by Council.

For more information contact Shawn Bodle, President of the Uptown Leamington BIA or check out their website at [www.leamingtonuptown.ca](http://www.leamingtonuptown.ca).



## Protecting Seniors and Vulnerable Ontarians

The government will make automatic sprinklers mandatory in all retirement and nursing homes and residences for the disabled and all care facilities in Ontario.

Under the new proposed regulations, operators of homes will have up to five years to comply from when the legislation takes force on January 1, 2014.

The expected changes will also require Ontario municipalities to maintain a registry of the "vulnerable occupancies" in their

jurisdictions and require local fire departments to conduct annual inspections.

Mandatory sprinklers are part of the amendments to the Fire Code and Building Code that will improve fire safety.

Other improvements includes; self-closing doors, enhanced fire inspections and staff training and annual validation of fire safety plans by local fire services.

The amendments are based on recommendations make by a

Technical Advisory Committee led by the Office of the Fire Marshal (OFM) and public consultation.

Based on provincial data, more than 50,000 seniors live in about 700 retirement homes in Ontario.

By 2017, Ontario will be home to more people over the age of 65 than children under the age of 15.

For more information go to [www.news.ontario.ca](http://www.news.ontario.ca).

*"We finally have measures to protect the most vulnerable persons in our community" - Chuck Parsons, Fire Chief*

## County of Essex Official Plan Review Update

The County of Essex Official Plan (OP) review work program commenced in June 2009.

The review and update of the County OP includes the preparation of a Foundation Report and a Policy Background Report, undertaking public and stakeholder consultation, and the preparation of an updated County of Essex Official Plan.

Based on the information in the Foundation and Background Reports, a draft OP has now been prepared and is ready for public consultation.

A copy of the draft document is available for review on the County website at [www.countyofessex.on.ca](http://www.countyofessex.on.ca).

There are several new policies that will have an impact on Leamington. Those to be noted include a new minimum farm size of 40 ha, a 20% affordable housing target, southeast Leamington status quo wording, cultural and archeological requirement when developing and natural heritage policies when building in a woodlot.

A public open house is scheduled for October 2, 2013 from 3pm to 5pm at the Essex Civic Centre.

After the public meeting, the consultant will provide County Council with an update and overview of the OP.

It is anticipated that the final

draft OP will be presented to County Council at a statutory public meeting in December 2013 and then presented for final adoption in January 2014.

MMAH is the approval authority. There will be an appeal period after the document is adopted.

It is important to note that if you have any comments on the OP you should send them to the County.

You should also request to be notified on the decision if you want the option to appeal.

For more information on the County Official Plan process, please visit the County website at: [www.countyofessex.on.ca](http://www.countyofessex.on.ca)

*“The LHAC was very excited about getting feedback from the public during the open house” Lee Ann Settrington - Chair of the Committee*

## Leamington Heritage Advisory Committee

The Leamington Municipal Heritage Advisory Committee is in the process of preparing a register of cultural heritage designated and non-designated properties under the *Ontario Heritage Act*.

The Act allows a municipality to include on this register named properties that are not designated by by-law but considered by the municipal council to be of historical, cultural or architectural value or

interest to the community.

No properties will be listed in the register without consent of the owner and approval of Council.

Individuals interested in this register are welcome to attend to learn more about the Ontario Heritage Act and the process of having a property listed in the municipal register for Leamington.

An information Open House was

held on October 1, 2013 to review the municipal register of cultural heritage properties in Leamington.

The register is the first step to conserving Leamington's local heritage.

For more information contact Kim Siddall, Manager of Corporate Services at 519-326-5761 ext 1104.

## Septic System Maintenance

The Essex Region Conservation Authority (ERCA) has launched a program to help rural landowners learn more about the operation and maintenance of their septic systems.

Many rural properties have septic systems, which are individual on-site sewage treatment facilities.

Did you know...

- That maintaining septic system can be done for as little as a few hundred dollars every 3 - 5 years?
- That a little maintenance goes a long way in helping to extend the life of your septic system?
- That the cost of improper

maintenance can add up to tens of thousands of dollars?

Postcards were sent out to all rural land owners in August of 2013 to notify of them of this program.

For more information, contact ERCA by going to their website at [www.erca.org](http://www.erca.org).



**Summary of Upcoming Events &  
Important Dates to Remember**

Oct 2/13	County of Essex Official Plan Open House 3pm to 5pm Essex Civic Centre
Oct 28/13	Leamington Planning Fees Open House 4pm to 6pm Leamington Municipal Building
Dec 31/13	Development Charges Deferral Program Last day to apply
Jan 1/14	Mandatory Sprinklers for Retirement and Nursing Homes
Winter/Spring 2014	Next Developers' Workshop
Spring 2014	Next Developers' Newsletter

If you have any comments or suggestions, please contact us at:

**Municipality of Leamington**  
111 Erie Street North  
Leamington, ON N8H 2Z9

Phone: 519-326-5761  
Fax: 519-326-2481

Email: [devservcies@leamington.ca](mailto:devservcies@leamington.ca)  
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*“building on the past, as we prepare for future prosperity”*