

Report PDR-PCD-07-14

To: Chair Wright and Members of the Planning and Community Development Committee
From: Randy Scherzer, Director of Planning
Meeting Date: January 21, 2014
Subject: **Internal One Window Planning Process**
Status: Recommendation adopted by Committee as presented per Resolution PCD24-14 January 21, 2014; Endorsed by County Council February 4, 2014 per Resolution CC23-14;

Recommendation(s)

WHEREAS the Corporate Operating Plan identifies a project to develop a one-window planning service to facilitate the processing of development applications;

AND WHEREAS the County Planning Department has been developing an internal one-window planning process whereby all planning applications circulated to the County will be centrally administered by the County Planning Department by combining each Department's comments into a complete set of County comments to be circulated to the local municipality;

AND WHEREAS the internal one window planning process will streamline the review process and ensure that all necessary County comments are provided to each municipality in a timely and concise manner;

NOW THEREFORE BE IT RESOLVED THAT Report PDR-PCD-07-14 regarding an overview of the internal One Window Planning process be received for information.

Background

As per the Corporate Operating Plan, the County Planning Department has been working on an Internal One Window Planning process. The intent of the One Window Planning process is that all planning applications circulated to the County will be

centrally administered by the County Planning Department. As such, the County has requested that all planning applications submitted to the municipalities, including site plan applications, be sent directly to the County Planning Department via email commencing January 20, 2014.

Once the applications have been received from the municipalities, the County will forward a copy of the application internally to any interested Department. Criteria has been set-up internally to determine when an application should be circulated to a specific County Department for review and comment. For example, any planning applications within a certain distance from a County road will be circulated by the County Planning Department to the County Transportation Services Department for review. The Planning Department will then combine all the comments from the various County Departments and circulate one set of County comments to the local municipality.

County staff believes this will help streamline the process and ensure that all the necessary County comments are provided to each municipality in a timely and concise manner.

In order for this process to work, the County requires at least 10 business days from when the Planning Department receives the application to when we would provide comments to the municipality. By having the municipalities circulate applications to the County Planning Department via email, applications are received as soon as possible and municipalities save on postage costs. Municipalities can also circulate applications to the County that have been deemed complete prior to sending out a public meeting notice to ensure that County comments are provided to meet municipal timeframes.

Attached is a diagram of the “One Window” Planning process that the County will be following internally.

With any process change there could be some initial setbacks so we have asked the municipalities for patience during the initial startup of this process.

Financial / Staffing / Legal / Information Technology

Considerations

There are no anticipated financial or legal considerations with respect to the one-window planning process. The IT Department has developed an application to assist with coordinating and tracking the process. It is anticipated that this process will help streamline the review process and create efficiencies both at the County level and for local municipalities.

Link to Strategic Goals / Priorities

Action Item 2.10 of the County Strategic Plan indicates that the County should continue to manage and direct growth through the creation and application of sound land use planning principles. Action Item 5.3 of the County Strategic Plan also encourages the exploration of innovative ways to more effectively deliver services and programs. It is anticipated that the internal one-window planning process will lead to a more efficient and effective development review process.

Respectfully submitted by,

Randy Scherzer
Director of Planning

Diagram of the Internal One-Window Planning Process

County "One Window" Planning Process

- The intent of the process is that all land use planning matters (i.e. circulations and request for comments from local municipalities related to zoning by-law amendments, local official plan amendments, consents, minor variances, site plan applications, NEC permits, etc.) would be dealt with internally by the Planning Department and therefore all local planning applications would be sent to the Planning Department
- Applications would need to be sent electronically to the Planning Department at planning@grey.ca
- Once an application has been received by the Planning Dept., Planning would determine if other Depts. should receive a copy of the application for comment (e.g. Transportation, EMS, Housing, Tourism/Economic Development, Social Services, Forest Mngt/Trails, etc.)
- Planning Dept. would request that any comments be forwarded to Planning Dept by a specific date
- Planning staff would incorporate other Departments comments so that there is one set of comments coming from the County. Letters would be structured to indicate which Dept the comments originated from
- Instruct that any questions with respect to any of the comments should be directed to the Planning Department

