Planning & Development Services Department

About the Planning and Development Services

Planning and Development Services manages the growth and physical form of the Town. Planning and Development Services provides professional planning advice to Council, other departments, the public and Council endorsed committees on a variety of policy and procedural issues and *Planning Act* applications.

Planning and Development Services activities relate to, long-range strategic planning and development review; formulation of plans, policies, regulations and guidelines on growth management, land use, development, heritage planning, urban design; processing and evaluation of development applications; data collection, analysis, research and monitoring of land use, planning policy and growth management matters; digital mapping and related functions and customer service guidance to residents, business owners and applicants.

The Planning and Development Services Department provides its activities and support to clients through three organizational divisions: Development Planning, Policy Planning and Heritage Planning and Urban Design.

Services That We Provide

The Department has three major functions and various associated activities including:

<u>Development Planning</u>

Including Development Engineering/Committee of Adjustment

- Development Application Review and Reports
- Development Conditions and Agreements
- Implementation of Environmental Protection & Enhancement Policies
- Professional and Administration Services to the Committee of Adjustment
- Information and Advice on Town Policies and Development Inquiries

<u>Policy Planning</u>

Including Geographic Information Systems

- Long Range Planning and Growth Management
- Secondary Plans, Zoning Updates and Special Studies
- Growth Projections and Monitoring
- Environmental Policy Planning
- Official Plan/Zoning and Report Mapping
- Street Names and Addressing
- Air Photo/Digital Mapping
- Property Information and Database Management

Heritage Planning and Urban Design

- Heritage Application Review
- Heritage Policy, Awards, Events and Programs
- Urban Design Review

Key Objectives for 2012

Improved Operational Efficiency

- Continue to coordinate the corporate review of development applications and growth management initiatives with internal and external stakeholders in a comprehensive and timely manner to ensure stable economic growth and public interest is served.
- Develop an efficient listing of conditions of approval related to development applications and update the Town's subdivision agreement template.
- Establish a protocol and guidelines for plaques associated with heritage properties.
- Formalize Heritage Permit Application Process in accordance with the *Ontario Heritage Act.*
- Participation in CityView (the property/land use management system) Enhancements with the Building and By-law Services Department.

Positioning for our Future

- Initiate the review and update of the Town's Comprehensive Zoning By-law.
- Complete Promenade Streetscape Study.
- Implement approved 2C Secondary Plan

Client Service and Satisfaction

- Hold two round table discussions with the development industry.

TOWN OF AURORA
2012 BUSINESS PLAN AND BUDGET

Planning & Development Services Department

Key Performance Measures

Key Performance Measure	2011	2012 Target
Streamline development planning application review and approval process. Reducing subdivision agreement preparation timelines.		Begin to monitor response times for development approvals with 2C area.
Service Delivery Standards (time frame for responding to all telephone and e-mail inquiries)	Within one business day	Within one business day
Ensure planning reports are brought forward to Council with professional planning advice and within timeframes stipulated by the Planning Act.		Ongoing
Committee of Adjustment Applications Number of Variances Number of Consents Received and dealt with by Committee of Adjustments	 71 24	

Full-Time Approved Complement:

	Starting Approved	New Request Request
• Development Planning	10FT	-
• Policy Planning	4FT	-
• Heritage	1FT	-
	15FT	-

Current – Total Full-Time Equivalent Staff Positions = 15

- Director of Planning and Development Services
- Administrative Assistant
- Manager of Development Planning
- Manager of Policy Planning
- Manager of Heritage Planning & Urban Design
- Policy Planner
- Planner (4)
- Development Planning Engineer
- GIS Database Analyst
- GIS Technician
- Planning Clerk
- Secretary/Treasurer to Committee of Adjustment

Planning & Development Services Department

2012 Budget Highlights:

Salaries and benefits for the department increased by 3.6% due to step rate progression of applicable staff, and corporate increases for salary grid adjustment and benefits cost increases.

The projected revenues from planning application fees for 2012 is anticipated to increase as a result of additional planning activity related to the 2C Area. This results in a 7.1% increase in revenues.

Planning & Development Services is a department comprised of 3 Divisions.

Planning & Development Services	2010 Actual	2011 Actual (unaudited)	2011 Budget (adjusted)	**2012 Final Budget**	2012 Budget vs 2011 Budget Fav / (UnFav)	
					$	%
Development Planning	392,800	(354,800)	(45,400)	(48,000)	2,600	5.7%
Heritage Planning & Urban Design	101,200	98,700	108,000	114,800	(6,800)	(6.3%)
Policy Planning	412,000	298,600	301,300	306,400	(5,100)	(1.7%)
NET DEPARTMENT COST	**906,000**	**42,500**	**363,900**	**373,200**	**(9,300)**	**(2.6%)**

TOWN OF AURORA
2012 BUSINESS PLAN AND BUDGET

Planning & Development Services Department

The overall departmental costs and revenues are as follows:

Planning & Development Services	2010 Actual	2011 Actual (unaudited)	2011 Budget (adjusted)	**2012 Final Budget**	2012 Budget vs 2011 Budget Fav / (UnFav)	
					$	%
Personnel Costs	**1,229,800**	**1,410,700**	**1,480,800**	**1,534,700**	**(53,900)**	**(3.6%)**
Other Costs:						
Software (GIS)	-	-	-	40,000	(40,000)	-
Contracts	19,000	20,400	21,800	22,200	(400)	(1.8%)
Office Equip/Supplies/Photocopies	23,900	17,300	18,700	18,900	(200)	(1.1%)
Courses & Seminars	2,000	6,900	10,300	10,300	-	-
Consulting (net of Cost Recovery)	19,200	14,100	5,000	5,000	-	-
All Other Expenditures	17,500	(13,800)	20,400	19,600	800	3.9%
Total Other Costs	**81,600**	**44,900**	**76,200**	**116,000**	**(39,800)**	**(52.2%)**
Total Expenditures	**1,311,400**	**1,455,600**	**1,557,000**	**1,650,700**	**(93,700)**	**(6.0%)**
Revenues:						
Planning Application Fees	(226,200)	(1,047,800)	(713,300)	(727,500)	14,200	2.0%
Committee of Adjustment Fees	(83,600)	(132,300)	(80,000)	(90,000)	10,000	12.5%
Engineering Fees *	-	-	(150,000)	(200,000)	50,000	33.3%
Trans From D.C. Reserve	(95,000)	(226,700)	(247,300)	(257,000)	9,700	3.9%
Other Revenues	(600)	(6,300)	(2,500)	(3,000)	500	20.0%
Total Revenues	**(405,400)**	**(1,413,100)**	**(1,193,100)**	**(1,277,500)**	**84,400**	**7.1%**
Net	**906,000**	**42,500**	**363,900**	**373,200**	**(9,300)**	**(2.6%)**

* Sharing with Engineering begins in 2012 (with 2011 Budget for comparison)

Planning & Development Services Department

Development Planning Division

Division Overview:

The Development Planning division reviews, processes and makes recommendations on development applications from both a community planning and urban design perspective. Such applications include Official Plan and Zoning By-law amendments, plans of subdivision and condominium and site plan applications. Development Planning now reviews and provides comments to planning applications and reviews and approves detailed engineering design applications for subdivisions, condominium and site plans. Development Planning manages and prepares agreements for development applications, servicing allocation monitoring and distribution and oversees peer review consultation including; urban design and architectural control, and professional and administration services to the Committee of Adjustment. The Committee of Adjustment processes applications related to minor variances and consent to sever land.

Development Planning Division Staff Complement:

10 Full-Time

Director of Planning and Development Services
Administrative Assistant
Manager of Development Planning
Planner (4)
Development Planning Engineer
Planning Clerk
Secretary/Treasurer to Committee of Adjustment

2012 Divisional Highlights:

Development Planning	2010 Actual	2011 Actual (unaudited)	2011 Budget (adjusted)	**2012 Final Budget**	2012 Budget vs 2011 Budget Fav / (UnFav)	
					$	%
Personnel Costs	643,300	807,800	854,500	**885,400**	(30,900)	(3.6%)
Other Expenditures	59,900	23,800	45,900	**87,100**	(41,200)	(89.8%)
Total Expenditures	703,200	831,600	900,400	**972,500**	(72,100)	(8.0%)
Revenues	(310,400)	(1,186,400)	(945,800)	**(1,020,500)**	74,700	7.9%
Net	392,800	(354,800)	(45,400)	**(48,000)**	2,600	5.7%

The above Divisional Other Expenditures include the new GIS Software costs.

Planning & Development Services Department

Policy Planning Division

Division Overview:

The Policy Planning Division deals with planning from a broad policy perspective, formulating and promoting long range strategic policy. The division's mandate includes preparing, reviewing and updating the Town's Official Plan; research and developing secondary plans and other Official Plan Amendments; environmental policy planning and dealing with Oak Ridges Moraine issues; researching and preparing the Zoning-by-law; and geographical information services.

Revenues:

The Policy Planning budget includes a contribution from General Government Development Charges to cover staff time spent on growth-related planning projects/studies.

Policy Planning Division Staff Complement:

4 Full-Time

Manager of Policy Planning
Policy Planner
GIS Database Analyst
GIS Technician

2012 Divisional Highlights:

Policy Planning	2010 Actual	2011 Actual (unaudited)	2011 Budget (adjusted)	**2012 Final Budget**	2012 Budget vs 2011 Budget Fav / (UnFav)	
					$	%
Personnel Costs	488,400	505,100	524,700	**540,500**	(15,800)	(3.0%)
Other Expenditures	18,600	20,200	23,900	**22,800**	1,100	4.6%
Total Expenditures	507,000	525,300	548,600	**563,300**	(14,700)	(2.7%)
Revenues	(95,000)	(226,700)	(247,300)	**(256,900)**	9,600	3.9%
Net	412,000	298,600	301,300	**306,400**	(5,100)	(1.7%)

Planning & Development Services Department

Heritage Planning & Urban Design Division

Division Overview:

The Heritage Planning and Urban Design Division provides advice on heritage matters as well as recommendations to Council under the *Ontario Heritage Act* with respect to listed and designated heritage properties and district(s). The Division also prepares Designation By-laws, provides in-house urban design review on heritage properties and other development proposals; supports Heritage Advisory Committee, manages Doors Open Aurora, coordinates municipal and provincial heritage awards, manages heritage plaquing programs, and provides community outreach, liaison and information.

Heritage Planning & Urban Design Division Staff Complement:

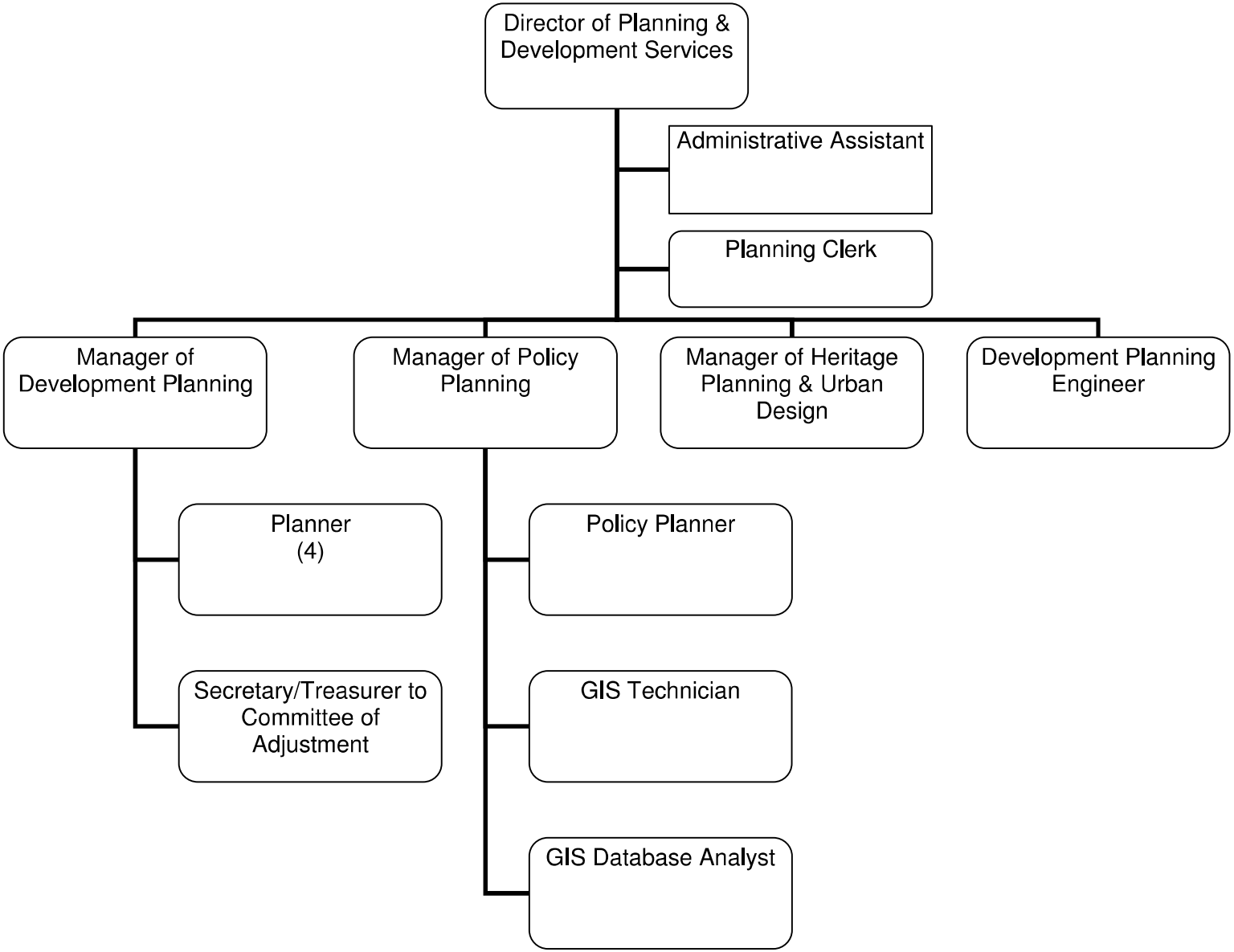
1 Full-Time

Manager of Heritage Planning & Urban Design

2012 Divisional Highlights:

Heritage Planning & Urban Design	2010 Actual	2011 Actual (unaudited)	2011 Budget (adjusted)	**2012 Final Budget**	2012 Budget vs 2011 Budget Fav / (UnFav)	
					$	%
Personnel Costs	98,100	97,800	101,600	**108,900**	(7,300)	(7.2%)
Other Expenditures	3,100	900	6,400	**5,900**	500	7.8%
Total Expenditures	101,200	98,700	108,000	**114,800**	(6,800)	(6.3%)

PLANNING & DEVELOPMENT SERVICES



Total FT Budgeted: 15