



COUNCIL QUESTIONS & ANSWERS

Council Questions – Standing Committee May 21, 2024

1. Housing and Land Development Advisory Committee Recommendation – Permit Process – For Information Only

a. What industry conferences did Land and Building attend to discuss permitting?

The Kilrich Tradeshow in Spring 2024.

b. From the list of recommendations, is there anything already in place?

See attached spreadsheet for the implementation status of each HLDAC recommendation:

2. Zoning Amendment – 13, 23, 33 McClimon Crescent

a. Were any concerns raised by the applicant regarding the timeline for the zoning amendment?

No there was no concern expressed by applicant.

Progress report on Housing and Land Development Advisory Committee Development and Building Permit Recommendations – updated May 23, 2024

	Intent/Goal	Recommendation	Implementation Status
1	<p>a. Reduce overall timelines where possible.</p> <p>b. Reduce burden on both applicants and City staff by creating a system that can work to spread out the permit volume over the year.</p>	<p>a. Create an expedited and concurrent development and building permit process for simple applications. For these types of applications, the development permit and building permit would be issued at essentially the same time.</p> <p>b. Change the application system to allow applicants to apply for permits up to 6 months before activation. This will include the requirement to:</p> <ul style="list-style-type: none"> • Pay the permit application fee at time of application; and • Pay the remaining fees/deposits at the time of activation of the permit. <p>This new opportunity will only apply to those applicants with a valid business license. <i>This business license requirement applies to contractors only.</i></p>	<p>a. Done</p> <p>b. Done</p>
2	<p>Continue to improve the management of Complex Development Permit Applications</p>	<p>a. Continue monitoring effectiveness of new processes including pre-application meetings between City and applicant.</p> <p>b. In situations where stamped engineered plans are required (complex, in-fill, and commercial/industrial applications):</p> <ol style="list-style-type: none"> i. the City should facilitate pre- submission discussions with applicant and engineer; ii. investigate the opportunity for plan submissions without a stamp for initial review by City engineering prior to formal submission of the stamped plan. Increase the education of new guidelines and standards for engineering by establishing regular discussions with the Professional Association of Engineers Yukon to ensure understanding to reduce submission of information that does not meet requirements. 	<p>a. Ongoing</p> <p>bi. Done – optional for developer but always encouraged by Admin.</p> <p>bii. Investigation done. Per the Yukon Engineering Profession Act and the Engineers Yukon Practice Guideline for Authenticating Professional Documents, review of plans for issuance of a permit without a stamp is not possible. Also received clarification that there is no extra costs for restamping revised plans.</p>

		<ul style="list-style-type: none"> c. Clarification for the Master Plan Process in relation to requirements on complex applications should be produced. Recommend that an overall development process guide and flow chart be created to outline process. d. Consider changes to the development agreement or permit documents that will clearly state that the approval will be in effect over the life of the project. That once a development has been initiated, the developer can continue to undertake the phased development to support multi-year nature of most complex developments. e. Develop policy or guidance to provide conditional approvals on large projects that outline which details are required for each stage without being too prescriptive which will allow flexibility but also accountability for both developer and City. f. A template development permit agreement should be made available to potential developers that outlines the standard requirements contained in any situation. g. Create a distinction in information products between requirements for raw land developments versus developments on serviced properties proposed for building. 	<ul style="list-style-type: none"> c. Fall 2024 d. Fall 2024 e. Fall 2024 f. Fall 2024 g. Fall 2024
3	<p>To have a development permit review process that meets the tests of fairness, consistency, and accountability and that recognizes that current approval numbers are concerning, the process should increase success for applicants the first time through the permit process.</p>	<ul style="list-style-type: none"> a. Create service standards for process including tracking of timelines and information request. Utilize new on-line permitting system to improve communication and processes between departments and applicants. Potential for applicant tracking of their own application, tracking of timelines, etc. b. For Simple development permits: <ul style="list-style-type: none"> i. Change current approach of placing applications that have information requests outstanding in the bottom of the pile. <p>Create mechanisms for Administration and applicant to deal with small corrections quickly without having timelines impacted which may help move more applications into quicker approvals.</p> 	<ul style="list-style-type: none"> a. Winter 2025 b. Winter 2025

4	<p>Ensure that prior to lot offerings and subsequent permitting, the right communication of required technical requirements for both development and building permits is available to applicants.</p>	<p>a. Create clear information, standards and templates that sets the technical requirement for applications, particularly information relating to drainage plans.</p> <p>b. As part of development agreement requirements, require that Yukon and other developers survey benchmarks in subdivisions to support tie-ins for drainage plan drafting.</p> <p>c. For lots with a master drainage plan and for simple development permits: City is requested to investigate options simplify the process and requirements around drainage plans. Two options to consider are:</p> <ul style="list-style-type: none"> • City or developer provides a pre- designed grading/drainage plan per lot that is provided to the builders as part of permitting noting that if a builder wants to vary from the plan, they must create their own plan and go through the normal review process; or Create simplified drainage plan requirements but still require the builder to submit the plan; or • Create another option that meets the goals. <p>The Committee requests that the City bring recommended option back to the Committee for consideration and discussion.</p>	<p>a. Guidelines Completed. Upgrades to website fall 2024.</p> <p>b. Done – to be done for next development.</p> <p>c. Not supportive of reducing requirements, but a design checklist will be pursued for simple development permits – Winter 2025.</p>
5	<p>Ensure that lot offering timing makes sense for builders of both simple and complex developments and works within the City processes to ensure permits can be issued in time for building season.</p>	<p>City request that YG:</p> <p>a. Only offer lots after completion of the construction and acceptance of the infrastructure by City or create a pre- sale option that includes awarding of lots prior to completion but do not charge interest, full deposit until construction is complete. Obligation dates in relation to remainder of deposit and building commitment would be tied to date of construction completion not initial payment.</p> <p>b. Schedule the offerings of single-family lots be in late winter/spring with ready lots.</p> <p>c. Schedule the offering of multi-family and other lots in the fall, ready to go- provides time for builders to go through complex process and get all their engineering, architect plans, etc. done before building season.</p>	<p>a. b. c.: Letter to YG planned for summer.</p>

6	Identify mechanisms or processes that the City could adopt to facilitate both processing of paperwork and inspection of buildings.	<ul style="list-style-type: none"> a. Investigate purchase of mobile or handheld units/iPad that could be connected to City information system to fill in inspections and sign off in the field. b. Investigate if there is a way to do the inspection in the field and establish that a builder then has a set number of days to submit deficient information which once submitted would result in permit issuance without need for a further site inspection. c. Acquire application processing software to support administration of development and building permits that provides on-line applications, tracking and digital submission of information and issuance of permits. 	<ul style="list-style-type: none"> a. Done – with limitation to connect to City network to issue permit. b. Done c. Ongoing. Software purchase complete and staff training underway. Public portal anticipated late Winter 2025.
7	Create more opportunities for communications and education between City and the development community in its entirety.	<ul style="list-style-type: none"> a. Utilizing new on-line permitting system to provide real-time information on application processing for applicants. In the interim, create a way on the website to provide real time info. b. Create education sessions on upcoming building code requirements with builders, engineers, planning consultants, design professional, surveyors, tradespeople, and other entities that are involved in development in the City; c. Create information sheets on changes to building codes or zoning; and d. Create a specific webpage for builders where information of interest to them can be consistently posted. 	<ul style="list-style-type: none"> a. Winter 2025 – public portal b. Ongoing c. Ongoing d. Done, with ongoing improvements.