



City of
Peterborough

To: Members of the Finance Committee

From: Cynthia Fletcher
Commissioner Infrastructure and Planning Services

Meeting Date: January 13, 2020

Subject: Report IPSBD20-001
Zoning Administrator Position

Purpose

A report to recommend the Zoning Administrator position, on page 258 of the 2020 Budget Highlight book, be brought above the line and considered as part of the 2020 budget.

Recommendation

That Council approve the recommendation outlined in Report IPSBD20-001, dated January 13, 2020, of the Commissioner of Infrastructure and Planning Services, as follows:

That the Zoning Administrator position, on page 258 of the 2020 Budget Highlight book, be brought above the line and be included as part of the 2020 budget.

Budget and Financial Implications

The position will be funded from additional anticipated application fee revenues, split 80% Building division and 20% Planning division.

There is no tax levy requirement

Background

As per the 2020 Budget Guidelines (Report CLSFS19-018) and in recognition of the limited financial capacity within the 2020 budget, staff originally planned to defer requests for FTE positions to future budget reviews.

Since the preparation of the 2020 Budget, we have experienced a marked increase in zoning / re-zoning applications and are projecting another significant increase over the next 3 years. Staff will not be able to process these applications in a timely manner or meet regulatory timelines with current resources. As a designated growth community, there will be a continued increase in these types of applications.

Over the past three years, 1200 residential units have been constructed. This construction market is projected to increase significantly from 2020 to 2022. Subdivision single unit dwellings will surge in 2020 and beyond. Several major multi-unit residential projects are anticipated as well. This increase will create 2500 new units in the next 3 years. Peterborough is likely to see a new inventory of 600 combined units in 2020, 900 units in 2021 and another 1000 in 2022. Smaller residential permits, which generate less profit but consume more time, are expected to increase by 30% during the same time frame.

Discussion

The intent of the Zoning Administrator position is to take on those tasks which are administrative and allow Building staff to perform on-site inspections and Planning staff to address the technical review of applications.

Some examples of the administrative tasks are listed below:

- Public and professional file inquiries
- Set up files within the Amanda system
- Review permit applications for compliance with the Zoning Bylaw
- Notification to applicable review staff members
- Meeting scheduling
- General communication with the applicant
- Updating information within the system
- Records retention
- Co-author report for Committee of Adjustment
- Work closely with and in support of Planners and Building Officials

New legislation (Bill 108) has accelerated the timeframe for staff to process development applications. Without the Administrator position, technical staff have to perform the administrative tasks and we fall behind in the timely processing of applications.

With pressures in the housing and employment sectors, it is important that applications are processed within a reasonable timeframe and as per legislated requirements.

While the administrative support is needed at this time, we will continue to monitor the volume of applications received by Planning and Building. As we grow, there will be a need for technical review and inspection staff in all of the areas involved in the development review process.

Summary

The increase in single and multi-unit residential construction is driving the need for additional administrative support at this time. Planning and Building Divisions propose sharing an administrative position in the short term.

With the projected growth and resulting increase in applications, additional requests for support and technical staff are anticipated for future budgets. These resources will be needed to ensure applications are processed properly and as per legislated timelines.

Submitted by,

Cynthia Fletcher
Commissioner of Infrastructure and Planning Services

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