



Report to Council

Department: Development Services
Division: Development Services
Date: February 22, 2022
Prepared by: Lori Chadwick, Director, Development Services
Report Number: Development Services-2022-02
Subject: Final Development Standards Manual
Number of Pages: 5 plus attachments

Recommendation(s)

That "Development Services Report 2022-02" entitled "Final Development Standards Manual" prepared by Lori Chadwick, Director, Development Services dated February 22, 2022 be received, and

That Council approve and adopt the Town of Essex Development Standards Manual as presented at the February 22, 2022 meeting which may be further amended from time to time as necessary or required.

Purpose

This report is to seek Council's approval on adopting a new Development Standards Manual for the Town of Essex.

Background and Discussion

A Development Standards Manual (DSM) is both a technical and business process manual intended to provide clarity for developers, contractors, engineers, and designers when submitting development plans and construction documents to the Town of Essex. It defines the Town's expectations and requirements for new developments and assists with streamlining the development process.

The Town's existing DSM was adopted by Council in 2003 and although the Town has continued to allow for various improvements (i.e. LED lighting), it should have formal and entire consideration for the most up to date and relevant municipal, provincial, and federal statutes, regulations, policies, and guidelines.

On August 24, 2020, Council awarded the consultant services contract for the preparation of a new DSM to Dillon Consulting Limited. The following considerations were given in the preparation of a new DSM:

- The Town's expectations and minimum level of service requirements for new developments;
- Differing level of services between urban and rural environments;
- Development requirements prior to construction;
- Design criteria, standard specifications, and site-specific development requirements;
- Standard cross-sections and detailed drawings for rural and urban settings;
- Environmental and climate adaptation, flood mitigation plans, energy conservation methods, noise attenuation measures, and air emission controls;
- Minimum landscape buffering, mitigation requirements, and other green infrastructure alternatives where water conservation, drainage and water quality techniques can be applied;
- Requirements during and after construction (inspections, maintenance periods, acceptance of services, record drawings, etc.);

- Designs in accordance with Ontario Provincial Standard Specifications (OPSS/OPSD) with some differences based on local conditions and Essex-specific requirements;
- Stormwater management requirements outlined in the latest iteration of the Windsor/Essex Region Stormwater Management Standards Manual; and
- Municipal, Provincial, and Federal statues, regulations, policies, and guidelines.

Following months of consultation with internal and external stakeholders, the Draft DSM was circulated to relevant stakeholders in January 2022 and placed on the public record for review and comment. On January 31, 2022, a Special Council Meeting was held to provide Council with an overview of the Draft DSM.

Since the Special Meeting, the following comments were received and have been incorporated into the Final DSM.

| Reviewer | Comment | Response |
|-------------------------|---|--|
| Infrastructure Services | <ul style="list-style-type: none"> • Technical issues with Figures CS-2A, CS-3A, ST-9, SA-4, SA-5, W-13 to W-22, and E3 | <ul style="list-style-type: none"> • Remedied and addressed |
| Development Services | <ul style="list-style-type: none"> • Text issues with Sections 3.1.7, 3.3.2, 3.6.3, and 3.7.2 | <ul style="list-style-type: none"> • Remedied and addressed |
| Public | <ul style="list-style-type: none"> • Concept Plans on undeveloped lands in Lakeshore Residential West should be approved by Council; • Can Council consider allowing semi-urban roads, as depicted in Figure CS 1B for undeveloped lands in Lakeshore Residential West? | <ul style="list-style-type: none"> • Plans of Subdivision for undeveloped lands in any area of the municipality are subject to Town Council and County Planning approval under the Planning Act • This is addressed in Section 3.1.1 of the development manual. • Historically, storm sewers in our region were designed to a 2 year return period. |

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| | <ul style="list-style-type: none"> • Why only plan for 5 year storm under Section 3.1.1 and not 20 or 50 years? | <p>Recently, through the adoption of the 2018 Regional Stormwater guidelines, municipalities have increased the designed return period to a 5 year storm. Increasing this value further would be unreasonable based on the probability of larger storm events occurring and the additional costs that would be required to increase the level of service of the infrastructure.</p> |
| ERCA | <ul style="list-style-type: none"> • Technical considerations and revisions related to ESA, MECP, SWM, and SPC to Sections 1-4, and 8 | <ul style="list-style-type: none"> • Remedied and addressed as appropriate. |

Note, no substantial revisions were required as a result of the above comments.

It is therefore Administration’s recommendation that Council adopt the Final Development Standards Manual, attached herein.

Financial Impact

As per the Council-approved 2021 Capital Budget, \$79,576.32 including non-refundable HST was approved for the preparation of the Development Standards Manual (Project Code PZ-19-0007). To-date, costs incurred are \$23,634. The remaining project budget has been carried forward into the 2022 budget year to align with project completion.

Consultations

Kevin Girard, Director, Infrastructure Services

Kate Giurissevich, Director, Corporate Services/Treasurer

Jeff Watson, Senior Advisor, Planning Services

Robert Auger, Town Solicitor/Clerk

Link to Strategic Priorities

- Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

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| Document Title: | Final Development Standards Manual - Development Services-2022-02.docx |
| Attachments: | - Town of Essex Development Standards Manual (Feb2022).pdf |
| Final Approval Date: | Feb 17, 2022 |

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Doug Sweet". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Feb 17, 2022 - 4:22 PM