



Hamilton

Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 6th Floor, Hamilton ON L8P 4Y5
Phone: 905.546.2424 - Fax: 905.546.4202

Formal Consultation Document

Meeting Date: March 22, 2023 **File No:** FC-23-040
Owner / Applicant: Wilson St Ancaster Inc. and Penta Properties Inc.
Agent: UrbanSolutions Planning & Land Development Consultants Inc.

PROPERTY INFORMATION

Address and/or Legal Description: White Church Road Urban Expansion Area, including 2450 Miles Road and 7156, 8064 and 8122 White Church Road East (lands owned by the applicant)

Urban Hamilton Official Plan Designation: Urban Expansion Area - Neighbourhoods
Zoning: Agriculture (A1) Zone, Rural (A2) Zone, Open Space (P4) Zone and Conservation / Hazard Land Rural (P6) Zone

Description of current uses, buildings, structures and natural features on the subject lands: Agricultural uses, detached dwellings and a golf and country club.

Brief description of proposal: To establish a Secondary Plan for the White Church Road Urban Expansion Area in Glanbrook.

APPLICATIONS REQUIRED

Rural Hamilton Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Urban Hamilton Official Plan Amendment – Urban Expansion Area Secondary Plan	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Local Official Plan Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Zoning By-law Amendment	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Subdivision	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Condominium	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Site Plan	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Consent	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Variance(s)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Note: The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New Rural, Commercial and Residential zoning may be implemented which could be different than the current zoning. Accordingly, additional applications may be required. If a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).

FEES REQUIRED

City of Hamilton:	Official Plan Amendment.....	\$42,520
Conservation Authority Review Fees:	NPCA Official Plan Amendment fee.....	\$6,893
	Hamilton International Airport Review Fee.....	\$1,700
TOTAL:	\$49,413*

Notes:

- ***Official Plan Amendment fees for privately initiated Secondary Plans in Urban Expansion Areas are currently under review and a revised fee will apply at time of application.**
- **The cost of any peer review for required studies will be paid by the applicant.**
- *Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.*
- *Further fees may be required at a later date as per the fee schedule.*
- *Separate cheques are payable to the City of Hamilton, the applicable Conservation Authority and Hamilton International Airport.*
- *A Cost Acknowledgement Agreement for potential costs at the Ontario Municipal Board may also be required.*

DESIGN REVIEW PANEL

The Design Review Panel shall provide urban design advice to Planning Division staff on Planning applications with respect to complex Zoning and Site Plan applications in the following Design Priority Areas:

- Downtown Hamilton Secondary Plan Area;
- Areas of Major Change and Corridors of Gradual Change within the West Harbor Secondary Plan Area;
- Primary Corridors as shown on Schedule E – “Urban Structure” of the Urban Hamilton Official Plan;
- Any other large scale projects that may impact the physical environment functionally and/or aesthetically.

The Director of Development Planning or his or her designate may waive projects from the review of the Design Review Panel, if the project is not deemed to have the potential to significantly impact the physical environment functionally and/or aesthetically.

Design Review Panel review required? Yes No

REQUIRED INFORMATION AND MATERIALS

All identified reports, studies, and/or plans must be submitted before an application is deemed complete. Unless otherwise noted, 5 copies of each item and an electronic digital file in PDF locked file format must be submitted.

FC Document not signed

Reports, Studies, Plans	Required	Staff Responsible for providing guidelines or terms of reference
Background Information		
Survey Plan	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Concept Plan <i>Secondary Plan report?</i>	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Planning		
Housing Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Draft OPA, and By-laws	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Commercial Needs and Impact Assessment <i>preliminary ok?</i>	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Planning Justification Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Site Plan and Building Elevations	<input type="checkbox"/>	
Urban Design Report	<input checked="" type="checkbox"/>	Planning – Urban Design (Edward Winter, Ext. 1393)
Cultural		
Archaeological Assessment <i>Stage 1</i>	<input checked="" type="checkbox"/>	Planning – Cultural Heritage (Lisa Christie, Ext.1291)
Cultural Heritage Impact Assessment	<input checked="" type="checkbox"/>	Planning – Cultural Heritage (Lisa Christie, Ext.1291)
Environmental		
Aggregate Resource Assessment	<input type="checkbox"/>	
Aggregate/Mineral Resource Analysis	<input type="checkbox"/>	
Air Quality Study	<input type="checkbox"/>	
Channel Design and Geofluvial Assessment	<input type="checkbox"/>	
Chloride Impact Study	<input type="checkbox"/>	

Cut and Fill Analysis	<input type="checkbox"/>		
Demarcation of top of bank, limit of wetland, limit of natural hazard, limit of Environmentally Significant Area (ESA), or limit of Conservation Authority regulated area	<input type="checkbox"/>		
Environmental Impact Statement (EIS) PJR - as part of future Sub Watershed study	<input checked="" type="checkbox"/>	As part of Sub Watershed Study - Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231)	X
Erosion Hazard Assessment	<input type="checkbox"/>		
Fish Habitat Assessment	<input type="checkbox"/>		
Floodline Delineation Study/Hydraulic Analysis	<input type="checkbox"/>		
General Vegetation Inventory (GVI) PJR - as part of future Sub watershed study	<input checked="" type="checkbox"/>	Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231)	X
Impact Assessment for new Private Waste Disposal Sites	<input type="checkbox"/>		
Karst Assessment/Karst Contingency Plan	<input type="checkbox"/>		
Landscape Plan	<input type="checkbox"/>		
Linkage Assessment PJR - as part of future sub watershed study	<input checked="" type="checkbox"/>	As part of Sub Watershed Study - Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231)	X
Meander Belt Assessment	<input type="checkbox"/>		
Nutrient Management Study	<input type="checkbox"/>		
Odour, Dust and Light Assessment	<input type="checkbox"/>		
Restoration Plan	<input type="checkbox"/>		
Shoreline Assessment Study/Coastal Engineers Study	<input type="checkbox"/>		
Slope Stability Study and Report	<input type="checkbox"/>		
Species Habitat Assessment	<input type="checkbox"/>		
Tree Management Plan/Study	<input type="checkbox"/>		
Tree Protection Plan (TPP) PJR - as part of future sub watershed study	<input checked="" type="checkbox"/>	As part of Sub Watershed Study - Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231)	X
Environmental/Servicing and Infrastructure			
Contaminant Management Plan	<input type="checkbox"/>		
Record of Site Condition (RSC)	<input type="checkbox"/>		
Erosion and Sediment Control Plan	<input type="checkbox"/>		
Hydrogeological Study	<input checked="" type="checkbox"/>	Development Engineering (Ridhwan Khan, Ext. 2657)	
Grading Plan	<input type="checkbox"/>		
Master Drainage Plan	<input type="checkbox"/>		

Stormwater Management Report/Plan and/or update to an existing Stormwater Management Plan	<input type="checkbox"/>	
Soils/Geotechnical Study	<input checked="" type="checkbox"/>	Development Engineering (Ridhwan Khan, Ext. 2657)
Sub-watershed Plan and/or update to an existing Sub-watershed Plan future submission. See note 14	<input checked="" type="checkbox"/>	Development Engineering (Ridhwan Khan, Ext. 2657), Planning – Natural Heritage (Jessica Abrahamse, Ext. 1231) and NPCA (David Deluce, ddeluce@npc.ca)
Financial		
Financial Impact Analysis	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Market Impact Study	<input type="checkbox"/>	
Servicing and Infrastructure		
Recreation Feasibility Study	<input type="checkbox"/>	
Recreation Needs Assessment preliminary?	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
School Accommodation Issues Assessment	<input checked="" type="checkbox"/>	HWDSB (Marc Davidson, mdavidso@hwdsb.on.ca) and HCDSB (Vince Ramelli, ramelliv@hwcdsb.ca)
School and City Recreation Facility and Outdoor Recreation/Parks Issues Assessment	<input checked="" type="checkbox"/>	HWDSB (Marc Davidson, mdavidso@hwdsb.on.ca)
Functional Servicing Report	<input type="checkbox"/>	
Servicing Options Report	<input type="checkbox"/>	
Water and Wastewater Servicing Study	<input type="checkbox"/>	
Land Use Compatibility		
Agricultural Impact Assessment	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Dust Impact Analysis	<input type="checkbox"/>	
Land Use Compatibility Study	<input type="checkbox"/>	
Landfill Impact Study	<input type="checkbox"/>	
Minimum Distance Separation Calculation	<input checked="" type="checkbox"/>	As part of Agricultural Impact Assessment - Planning (Mark Kehler, Ext. 4148)
Noise Impact Study	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148) and Hamilton International Airport (Marc Turpin, mturpin@flyhamilton.ca)
Odour Impact Assessment	<input type="checkbox"/>	
Sun/Shadow Study	<input type="checkbox"/>	

X

Vibration Study	<input type="checkbox"/>	
Wind Study	<input type="checkbox"/>	
Transportation		
Cycling Route Analysis TMP	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Transportation Impact Study	<input type="checkbox"/>	
Parking Analysis/Study	<input type="checkbox"/>	
Pedestrian Route and Sidewalk Analysis TMP	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Roadway/Development Safety Audit	<input type="checkbox"/>	
Modern Roundabout and Neighbourhood Roundabout Analysis	<input type="checkbox"/>	
Neighbourhood Traffic Calming Options Report	<input type="checkbox"/>	
Transit Assessment TMP	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Transportation Demand Management Options Report	<input type="checkbox"/>	
Cost Recoveries		
Cost Acknowledgement Agreement ?	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
DRP Submission Requirements	<input type="checkbox"/>	
Public Consultation Summary and Comment Response Report Public consultation strategy only	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Other:		
Secondary Plan Terms of Reference (to be approved by the City prior to commencement of the Secondary Plan) ?	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Final Secondary Plan Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Energy and Environmental Assessment Report	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)
Urban Design Guidelines	<input checked="" type="checkbox"/>	Planning – Urban Design (Edward Winter, Ext. 1393)
Water Servicing Master Plan	<input checked="" type="checkbox"/>	Development Engineering (Ridhwan Khan, Ext. 2657)
Wastewater Master Plan	<input checked="" type="checkbox"/>	Development Engineering (Ridhwan Khan, Ext. 2657)
Transportation Master Plan	<input checked="" type="checkbox"/>	Transportation Planning (Jill Juhlke, Ext. 4575)
Financial Agreement respecting payment of third-party peer review fees No.	<input checked="" type="checkbox"/>	Planning (Mark Kehler, Ext. 4148)

x

ADDITIONAL INFORMATION

Additional Agencies to be contacted: Niagara Peninsula Conservation Authority,
Hamilton International Airport

Comments:

1. On November 4, 2022, the Ministry of Municipal Affairs and Housing approved OPA 167 which included the expansion of the urban area to include areas shown as “Urban Expansion Area – Neighbourhoods” and “Urban Expansion Area – Employment” on all Schedules of the UHOP. The subject lands are shown as “Urban Expansion Area – Neighbourhoods.”

As per Policy A.2.4 of the UHOP, the expansion of the urban boundary is to accommodate growth to 2051 and development of Urban Expansion Areas shall not proceed until detailed secondary planning has been completed and incorporated into the UHOP. An Official Plan Amendment application is required for a privately initiated secondary plan to be considered by the City for approval.

2. As per Policy F.1.2.3 of the UHOP, any privately initiated Secondary Plan shall require a Terms of Reference that is approved by the City prior to the commencement of the Plan.
3. Council has endorsed interim draft guidelines for preparing secondary plans for the Urban Expansion Areas, including privately initiated Secondary Plans. Secondary Plan phasing, components, public engagement, and final reporting shall be in accordance with the guidelines.
4. Council has directed Planning staff to lead the development of comprehensive Secondary Plans for the Urban Expansion Areas, including the White Church Road area. Should the applicant instead proceed with a privately initiated Secondary Plan, staff strongly encourage coordinating with all land owners within the Secondary Plan area to avoid multiple privately initiated Secondary Plans being submitted by separate landowner groups.
5. Any Secondary Plan for the White Church Road area should include the entirety of the lands identified as “Urban Expansion Area – Neighbourhoods.” Staff note that the Secondary Plan concept submitted for Formal Consultation is missing the “Urban Expansion Area – Neighbourhoods” lands located north of Airport Road East.
6. The growth estimates for the proposed Secondary Plan shall be informed by the minimum greenfield density target to be established for the entire greenfield area in the City of Hamilton through a future amendment to the UHOP (Policy A.2.3.4.2). The City is working to establish the minimum greenfield density target as part of the Municipal Comprehensive Review (MCR). Until the minimum

greenfield density is established through the MCR, greenfield areas shall be planned to achieve a minimum density of 70 persons and jobs per hectare (Policy A.2.3.4.3).

7. As part of the MCR, master planning for infrastructure must be undertaken. The master planning processes rely on City-wide growth allocations of people, dwelling units, and jobs that need to be updated to reflect the Provincial decision to amend the urban boundary. Planning staff are currently completing these updates which will influence phasing and timing of infrastructure necessary to service growth areas.
8. The proposed Secondary Plan shall be informed by the Ten Directions to Guide Development endorsed by Council to evaluate decisions related to urban growth and development (Policy A.2.1).
9. The development of a new urban neighbourhood in the White Church Road East area shall achieve the policy goals of the Neighbourhoods designation in the UHOP (Section E.3.1), including to develop a compact, mixed use, transit supportive and active transportation friendly neighbourhood that functions as part of a complete community.
10. Section E.3.7 of the UHOP provides guidance on residential greenfield design which shall be considered in the preparation of the Secondary Plan. New greenfield communities shall include a focal point and be designed with a unique and cohesive character. The configuration of streets, trails and open spaces within greenfield areas shall provide for clear and convenient connections for pedestrians, cyclists and vehicles.
11. Section B.3.5.3 of the UHOP includes policies for determining parkland needs, including standards for the provision of Neighbourhood and Community Parks (Table 3.5.3.1 – Parkland Standards) which shall be incorporated in the proposed Secondary Plan.
12. Peer reviews of submitted studies / reports may be required at the discretion of planning staff. All peer reviews shall be at the expense of the applicant and a financial agreement may be required to secure necessary funds for peer reviews.
13. The City is developing guidelines for all standard studies and application materials that may be requested as part of an application. All submitted studies must meet the guideline requirements. Additional guidelines are expected to be completed later this year.
14. Planning staff recommend that at least the initial phases of the Sub Watershed Study be completed to identify natural heritage and hydrologic features before a land use concept is developed. The Terms of Reference for the Sub Watershed

Study should be reviewed and approved by the City and the Niagara Peninsula Conservation Authority prior to the Study being initiated.

PLEASE BE ADVISED OF THE FOLLOWING:

1. *The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Formal Consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Hamilton to either support or refuse the application.*
2. *This document expires 18 months from the date of signing or at the discretion of the Director of Development Planning.*
3. *In the event this Formal Consultation Document expires prior to the application being accepted by the City, another document may be required.*
4. *If an application is submitted without the information and materials identified in this Formal Consultation Document the City may deem such an application incomplete and refuse to accept the application.*
5. *In accordance with the Planning Act, it is the policy of the City of Hamilton to provide public access to all Planning Act applications and supporting documentation submitted to the City. Therefore, the information contained in an application and any documentation, including reports, studies and drawings, provided in support of an application, by the owner, or the owner's agents, consultants and solicitors, constitutes public information and will become part of the public record. With the filing of an application, the applicant consents to the City of Hamilton making the application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.*
6. *It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.*
7. *The above requirements for deeming an application complete are separate and independent of any review under the Ontario Building Code (OBC) as part of the Building Permit review process. In the event that a building permit application does not comply with the OBC, a letter outlining the deficiencies or areas of non-compliance will be issued to the owner and/or agent. Formal consultation and building permit review are separate and independent processes.*

ACKNOWLEDGEMENT

I/We hereby acknowledge the above noted statements and understand that the identified reports, studies, plans and fees are required to deem any required application(s) complete.

I/We further acknowledge that this letter shall not be modified or edited.

_____	_____	_____
Owner	Owner Signature	Date
_____	_____	_____
Applicant (I have the authority to bind the Owner)	Applicant Signature	Date
_____	_____	_____
Agent (I have the authority to bind the Owner)	Agent Signature	Date

SIGNATURES

Christine Newbold, Manager Sustainable Communities Section Planning Staff	 _____	04-Apr-23 _____
Mark Kehler Planning Staff	 _____	April 18, 2023 _____
_____	_____	_____
Engineering Staff	Engineering Staff Signature	Date
_____	_____	_____
Other Staff or Agency	Signature	Date
_____	_____	_____
Other Staff or Agency	Signature	Date
_____	_____	_____
Other Staff or Agency	Signature	Date