



Involving Edmonton Public Plan

Project: Development Permit Public Involvement Plan

Department/Branch Responsible: Planning and Development

Project Manager: Senior Development Officer

Consultant (if applicable): n/a

Draft or Final Plan: Final

Other city participants or partners: Transportation, Parks Branch and Drainage Services as required.

The Public Involvement Input Commitment is:

We want to inform affected property owners and other potentially interested parties of development applications, Class B approvals and applicant appeals to:

- Meet Zoning Bylaw requirements.
- Allow stakeholders to learn about and understand a development.
- Within the Mature Neighbourhood Overlay, provide parties potentially affected by an application at variance with the Overlay an opportunity to express opinions or concerns for the information of the applicant and Development Officer.
- Provide stakeholders information on the opportunity to appeal a development permit approval or to participate in an appeal lodged by someone else.

This plan has been vetted through the Public Involvement Readiness Test (p. 57)

Sign off

Background: Summary of Worksheets I and II

Description of the overall project or initiative:	New use of land or building as approved by through a City development permit. There are two types of development permits:				
	Type	Uses	Preapplication Consultation	Notification of Decision	Ability to Appeal
	Class A	<ul style="list-style-type: none"> Permitted uses that comply with all Zoning Bylaw regulations 	None	No	Yes (though appeals are very rare since there is no notification)
Class B	<ul style="list-style-type: none"> Discretionary uses Permitted uses requiring a variance Most uses on sites designated Direct Control 	Only where Mature Neighbourhood Overlay applies and application does not conform with Overlay regulations	Yes (see Public Involvement Methods Strategy below)	Yes	
	Appeals are to the Subdivision and Development Appeal Board (SDAB). Appeals may be lodged by parties who consider themselves affected by an approval, or by applicants who object to either a refusal or a condition of approval.				
The decision being made is:	Approval or refusal of the development permit application.				
Decision makers	A Development Officer will make the final decision, sometimes with the benefit of input from City departments, identified stakeholders and the results of preapplication consultation (where applicable).				
The scope (impact, and complexity) of this decision is:	A development permit decision affects the property owner's use of land and possibly surrounding landowners' use and enjoyment of their properties.				
The timeline for this decision is:	Decisions on simple development permits can happen on the day of application. Complex development permit applications may take up to four months. After 40 days, an applicant can deem his/her application refused and appeal the deemed refusal to the SDAB.				



<p>The public is being involved because:</p>	<p>We want to inform affected property owners and other potentially interested parties of development applications, Class B approvals and applicant appeals to:</p> <ul style="list-style-type: none"> • Meet Zoning Bylaw requirements. • Allow stakeholders to learn about and understand a development. • Within the Mature Neighbourhood Overlay, provide parties potentially affected by an application at variance with the Overlay an opportunity to express opinions or concerns for the information of the applicant and Development Officer. • Provide stakeholders information on the opportunity to appeal a development permit approval or to participate in an appeal lodged by someone else. <p>The City only notifies the public of approvals of Class B development permits. The public is not notified of Class A approvals/refusals or Class B refusals. The SDAB notifies the public of appeals.</p>														
<p>Level of involvement:</p>	<p>This process predominantly fits in</p> <table border="1" data-bbox="407 737 1385 1010"> <tr> <td data-bbox="407 737 597 821" style="text-align: center;"> Information Sharing </td> <td colspan="2" data-bbox="597 737 1003 821" style="text-align: center;"> Consultation </td> <td colspan="2" data-bbox="1003 737 1385 821" style="text-align: center;"> Active Participation </td> </tr> <tr> <td data-bbox="407 821 597 1010"> <ul style="list-style-type: none"> • Sharing information to build awareness </td> <td data-bbox="597 821 777 1010"> <ul style="list-style-type: none"> • Testing ideas or concepts to build knowledge </td> <td data-bbox="777 821 1003 1010"> <ul style="list-style-type: none"> • Collaborating to develop solutions to build commitment </td> <td data-bbox="1003 821 1183 1010"> <ul style="list-style-type: none"> • Sharing decision making to build ownership </td> <td data-bbox="1183 821 1385 1010"> <ul style="list-style-type: none"> • Delegating decision making to build responsibility </td> </tr> </table>					Information Sharing	Consultation		Active Participation		<ul style="list-style-type: none"> • Sharing information to build awareness 	<ul style="list-style-type: none"> • Testing ideas or concepts to build knowledge 	<ul style="list-style-type: none"> • Collaborating to develop solutions to build commitment 	<ul style="list-style-type: none"> • Sharing decision making to build ownership 	<ul style="list-style-type: none"> • Delegating decision making to build responsibility
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<p>The specific information being sought is:</p>	<p>To ascertain the level of support by impacted stakeholders.</p>														
<p>How will information be used in the decision making?</p>	<ul style="list-style-type: none"> • For information received before a development permit decision is made, including the results of preapplication consultation (where applicable), by the Development Officer in determining whether to approve or refuse the application. • After a decision is made, to determine whether there will be an appeal. 														

Public Involvement Methods Strategy

Summary of Worksheet IV and Stakeholder Identification Strategy/ Public Involvement Methods Strategy

Potential Participants	Proposed Level of Involvement (Information Sharing, Consultation, or Active Participation)	Involvement Strategy
Property owners within a minimum of 60 m (expand distance using discretion based on potential impact), affected community leagues and business revitalization zones.*	Information sharing	Preapplication consultation for application at variance with Mature Neighbourhood Overlay regulation. Notification letter* mailed within 7 days of the issuance of a permit for a Class B development. File available for review / opportunity to call a development officer or SDAB before deciding whether to file an appeal. Letter mailed by SDAB in event of appeal filed by someone else.
Applicant	Active participation	Meetings as required. Encouraged to discuss project with the community as appropriate. Notified of Development Officer's decision on application. Has right to appeal a refusal or a condition of approval.
City departments and utility agencies (as required)	Information sharing and/or active participation	For complex applications, circulation and meetings as required.
Edmonton Design Committee	Consultation and/or active participation	Applicant presentation of development proposal either before application (pre-assessment consultation: informal advice) or as part of application review process (formal presentation: decision is minuted, Development Officer is notified). Reviews all major development proposals in and around downtown and those elsewhere at discretion of the City Manager or Council. Development Officer takes Committee recommendation as advice in rendering permit decision.



General public	Information sharing	List of permit applications on City's website. Newspaper advertisement within ten days of the issuance of a development permit for a Class B development. File available for review / opportunity to call a development officer or applicant before deciding whether to file an appeal.
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* In accordance with section 20.1(5) of the Zoning Bylaw, the Development Officer will expand the notification area in accordance with the following principles:

- The application could (or could be perceived to) fundamentally change the nature of the community (appearance, ambiance, economic base, traffic, safety, green space, etc.).
- The application could (or could be perceived to) significantly affect property owners, businesses and / or other stakeholders.
- The application could (or could be perceived to) set a precedent for other applications.
- The application is in an area or on a site with a history of significant public interest.
- The notification area should have reasonable boundaries (e.g. roadway, blockface). Where required, expand the area to include all properties on a block, within a cul-de-sac or along an affected roadway.

Special Outreach Strategy

See Tips for Outreach (p. 15)

Public requiring Outreach	Strategy
Depending on individual situations	May require translators or cultural community representatives. Multicultural Brokers: tessie@ecn.ab.ca Aboriginal: laura.auger@edmonton.ca

Resource Strategy

Summary of Public Involvement Resource Strategy

Public Involvement Budget

Staff/Contractors	Staff time included in regular department budgets.
Technical information and materials	n/a
Communication	Cost of notification printing and mailing included in regular department budgets.
Logistics	n/a
Participant Expenses	n/a

Staff time for

Event planning and participation	n/a
Special meetings	Attendance at Edmonton Design Committee and SDAB hearings as required.
Communication with stakeholders	Preparing permit approval notification letter (Planning Tech or Clerical Support). Preparing newspaper advertisement of permit approvals (Planning Tech or Clerical Support).
Display preparation	n/a

Data Management Strategy

(Link to Data Tracking Template) See Data Management Tips

Information gathered	How it will be recorded/managed/integrated into planning considerations
Written or oral comments before permit decision in response to list of applications on City web site	Detailed responses inserted in POSSE'S (information management process) "Documents" or "Notes" tabs. Issues raised in comments discussed with applicant as applicable.
Comments from City departments and other technical agencies	Inserted in Posse's "Documents" or "Notes" tabs. Comments addressed with the applicant as necessary.

Communication Strategy

Communication Strategy Template, Working with Stakeholders and Communication Process Tips, Process Tools and Methods

Target Audience	Key Messages and timing	Information Sharing Tool
General public	<p>Before decision:</p> <ul style="list-style-type: none"> A development permit application was received. <p>After decision:</p> <ul style="list-style-type: none"> A development permit application was approved. Here is the process for filing an appeal. Department contact information 	<p>List of permit applications on City web site.</p> <p>Newspaper advertisement.</p>
Surrounding property owners, community leagues, business revitalization zones	<p>Before decision:</p> <ul style="list-style-type: none"> Applicant seeks a variance to a regulation of the Mature Neighbourhood Overlay. What are your thoughts about this? <p>After decision:</p> <ul style="list-style-type: none"> A development permit application 	<p>Preapplication consultation.</p> <p>Permit approval notification letter</p>



	was approved. <ul style="list-style-type: none">▪ Here is the process for filing an appeal.▪ Department contact information	
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Evaluation Strategy

Process Evaluation Strategy, Evaluation and Monitoring Tips

What are the indicators of success for the public involvement process?	<ul style="list-style-type: none">▪ Increased understanding in the community regarding the application.▪ No appeal of permit approval.
What will we measure or evaluate about the public involvement process?	<ul style="list-style-type: none">▪ Number and types of phone calls, e-mails and letters comments received▪ Simple permit approval process
When and how	A couple of weeks after issuance of the permit.
What will we do with the results of the evaluation?	<ul style="list-style-type: none">▪ Continue to learn from the process and to evolve the process as required.▪ Did the project need to be kicked up to the next level of complexity?