

**Disruption by the internet or technologies like AirBNB, Uber or anything of the such is happening all over our society, unfortunately I see this disruption stop dead in its tracks at City Hall's door.**

So, I'm here today to comment on just one portion of this inadequate report and recommendations for you to consider. For those that know me, as a former chair of this commission, you'll remember I typically have a lot to say but today I'll pick just one important area of this submission that I find a lot wrong with. Today I want to talk process.

### **Process Matters**

Quite simply, public consultation on this file was done in bad faith. Without all the information laid out with regards to discretionary use permit fees the public could not comment appropriately on STRs or the options your city administration has presented to you today. With future plans to increase discretionary use permit application fees I find it curious that this info was nowhere to be found at the open house or in the online forum. The standard \$1050 fee was advertised with the questionnaire when city administration knew full well they were proposing an increase in the fee by 400% (provided to you).

### **Process Matters**

Not until the next day was that info shared over email to participants at the open house (which I have shared here). I feel, and this is in no way scientific, that the open house would have transpired **a lot** differently if it had included the proper fees.

Also, when the discussion for development fees was discussed during the 2019 budget faulty information was provided to them and city administration identified that this omission of properly advertised fees in 2020 and beyond had occurred.

### **Process Matters**

As of **today**, a discretionary use permit costs \$2500. If you go to the discretionary use website <https://www.saskatoon.ca/business-development/development-regulation/developers-homebuilders/discretionary-use> and download the application form this is what it shows(I have provided it to you).

**It still states \$1050.**

### **Again, Process Matters**

So, I just want to say that through this comedy of errors your city administration has completely mishandled community engagement and ongoing communication on this file.

What I propose is MPC making a recommendation to send this back to community engagement to ensure the public understands the changes you have before you. If that doesn't happen, I suspect city administration could risk this whole process being derailed when it goes to council in the coming months.

Thank you for your time.

Jeff Jackson

## Short Term Rental Review - Discretionary Use Approval

1 message

**Wilson, Mark** <Mark.Wilson@saskatoon.ca>  
To: "Wilson, Mark" <Mark.Wilson@saskatoon.ca>

Wed, Oct 23, 2019 at 3:23 PM

Good afternoon,

Thank you for attending the open house yesterday evening to discuss the regulation update for short term rentals.

The information that you provided will inform the direction of future bylaw amendments. Our next step is to write a report to City Council recommending options for how the existing regulations can be amended. A meeting date has not been determined at this time, but is anticipated this winter. We will notify you by email once a meeting date has been determined, and provide a copy of the report, along with information about how to submit a letter to City Council or requests to speak at the meeting. We will also keep you informed of any other consultation opportunities, or related projects.

We received a lot of feedback last night with questions and concerns about the discretionary use approval process. I wanted to take this opportunity to provide you with more information about the purpose and intent of discretionary use approval, why we believe that it's needed for some short term rentals that are not in the home of the host, and to provide more information about the application fees and process.

Our presentation board last night showed an example application process that bed and breakfast homes currently go through, including the existing standard discretionary use application fee of \$1050. There is a related project that is currently ongoing to review all application fees for development permits, such as discretionary use, rezoning and concept plan amendments. The purpose of the fees are for the City to fully recover the costs of reviewing applications by ensuring that all costs are borne by the business. As part of the fee review the City is proposing that standard discretionary use application fees be increased to \$4,500. If this amended fee is adopted, it will apply to all standard discretionary use applications, which is the lowest discretionary use application fee tier. I apologize that I did not have an information board on this topic last night. From the questions and comments that we received about discretionary use, the status of the fee review and information on the application process would have been beneficial. Below I've included a full list of proposed fee changes and a presentation board summarizing the project.

[https://www.saskatoon.ca/sites/default/files/documents/community-services/planning-development/zoning-bylaw-review/development\\_review\\_fee\\_boards.pdf](https://www.saskatoon.ca/sites/default/files/documents/community-services/planning-development/zoning-bylaw-review/development_review_fee_boards.pdf)

Discretionary use approval is a tool that municipalities typically use to more closely evaluate applications for commercial uses in residential zoning districts. The purpose and intent of low and medium resident residential zoning districts is to provide for locations for dwellings for residents of Saskatoon to live in. This is different from high density residential, institutional and commercial zoning districts, which are intended to facilitate a mix of land uses, such as offices, restaurants, dwellings and hotels all in the same area.

Discretionary use approval provides an opportunity to accommodate commercial uses, such as paid parking lots, private schools, boarding houses and child care centres in residential zoning districts, which would otherwise only be allowed in institutional and commercial districts. The discretionary use application process includes providing notice to property owners and residents in the area in order to obtain their input on how the proposed commercial use may or may not impact the residential characteristics of the neighbourhood. It's also an opportunity to evaluate considerations like clustering. Below I've included a link to our website, which provides more information about discretionary use approval.

<https://www.saskatoon.ca/business-development/development-regulation/developers-homebuilders/discretionary-use>

Option 2 and Option 3 of the short term rental review proposes that discretionary use approval be required for short term rentals that are not in the home of the host, when located in low or medium density residential zoning districts only. Discretionary use approval would not be required in high density residential, institutional or commercial zoning districts, as other commercial uses like offices are already permitted in those districts.

Under all three options, discretionary use approval would not be required for short term rental in the home of the host in any zoning district.

If you have any questions about the short term rental regulation review, or the development permit fee review, please do not hesitate to contact me. I can be reached by this email address or by the telephone number below. The short term rental projects page will be updated throughout the project and is linked below.

<https://www.saskatoon.ca/engage/short-term-rentals>

Sincerely,

**Mark Wilson, MCIP, RPP | tel 306.986.3148**

Licensing and Permitting Manager

Community Standards, Community Services Department  
City of Saskatoon | 222 3rd Avenue North | Saskatoon, SK S7K 0J5

*Treaty 6 Territory & Homeland of the Métis*

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# Proposed Planning Fees - 2020-2021

	2019 Rate	Proposed 2020 Rate	Proposed 2021 Rate
<b>Development Permit</b>			
Application Fee	\$135.00		
Plus Construction Value (000's)	\$0.45		
Residential - New (application fee only)		\$325.00	\$341.25
Residential - Alterations (application fee only)		\$175.00	\$183.75
Commercial/Industrial/Institutional/multi-unit dwellings - New		\$490.00	\$514.50
Commercial/Industrial/Institutional/multi-unit dwellings - Alteration		\$220.00	\$231.00
Commercial/Industrial/Institutional/multi-unit Const Value (000's)		\$0.45	\$0.47
<b>Subdivision</b>			
Application Fee	\$650.00	\$3,250.00	\$3,315.00
Approval Fee (per lot)	\$115.00	\$55.00	\$56.10
Condo Application Fee (new)	\$750.00	\$787.00	\$802.74
<b>Discretionary Use</b>			
Standard Application	\$1,050.00	\$4,500.00	\$4,590.00
Complex Application	\$1,950.00	\$5,750.00	\$5,865.00
Highly Complex Application	\$5,300.00	\$7,000.00	\$7,140.00
<b>Zoning Bylaw &amp; OCP Amendment</b>			
Text Amendment	\$3,750.00	\$4,750.00	\$4,845.00
Rezoning - Low Density	\$3,750.00	\$5,750.00	\$5,865.00
Rezoning - Consistent with Approved Concept Plan	\$3,750.00	\$4,500.00	\$4,590.00
Rezoning - Med/High Density	\$5,000.00	\$7,000.00	\$7,140.00
Additional Fee-Zoning Agreement	\$625.00	\$1,750.00	\$1,785.00
Additional Fee-Rezoning that includes Major Concept Plan Amendment	\$1,875.00	\$3,750.00	\$3,825.00
Additional Fee-Rezoning that includes Minor Concept Plan Amendment	\$625.00	\$1,500.00	\$1,530.00
Direct Control District (requiring Council approval)	\$2,500.00	\$5,000.00	\$5,100.00
Official Community Plan Amendment (text or map)	\$100.00	\$1,750.00	\$1,785.00
<b>Concept Plans</b>			
New or Major Amendment	\$2,000.00	\$25,000.00	\$25,500.00
Minor Amendment	\$625.00	\$4,500.00	\$4,590.00
<b>Architectural Control District Approval</b>			
Major Application	\$2,500.00	\$5,000.00	\$5,100.00
Minor Application	\$625.00	\$2,500.00	\$2,550.00
<b>Other Applications</b>			
Endorsement of Liquor Permits	\$200.00	\$210.00	\$214.20
Minor Variance Application Fees	\$50.00	\$55.00	\$56.10
Zoning Verification Letters	\$200.00	\$210.00	\$214.20
Development Appeal (fee as per the Planning & Development Act)	\$50.00	\$300.00	\$300.00

**Applicant Information**

**APPLICANT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Telephone: \_\_\_\_\_ Work/Cell Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Is the Applicant:  Property Owner  Tenant  Other: \_\_\_\_\_

**Property Information**

Legal Description: \_\_\_\_\_  
 Civic Address: \_\_\_\_\_

**1. Existing Use of Land and Buildings**

**2. Proposed Use of Land and Buildings**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reasons in support of this application** (attach additional notes if necessary)

\_\_\_\_\_  
 \_\_\_\_\_

**For a change of use, addition or alteration to an existing building, it is recommended that you consult with the Building Standards Division (306-975-2645) of the Community Services Department regarding building code requirements, before proceeding with a Discretionary Use Application.**

I have discussed my application with the Building Standards Division.  Yes  No  N/A

**Required Attachments**

**1. Site Plan**

Plan Attached

A good quality site plan (drawn to scale on paper no larger than 11x17 inches) must contain:

- the location and dimensions of all buildings, setbacks and property lines;
- the location and dimensions of all landscaping elements, sidewalks, driveways, parking and loading areas, including the number of parking spaces; and
- for new buildings or additions only, architectural plans showing building elevations are also required.

**2. Application Fee**

Fee Attached

- I have enclosed the required non-refundable application fee:
- \$1,050.00 for a standard discretionary use application
  - \$1,950.00 for a complex discretionary use application
  - \$5,300.00 for a highly complex discretionary use application

**Declaration of Applicant**

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Cash Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No.: \_\_\_\_\_

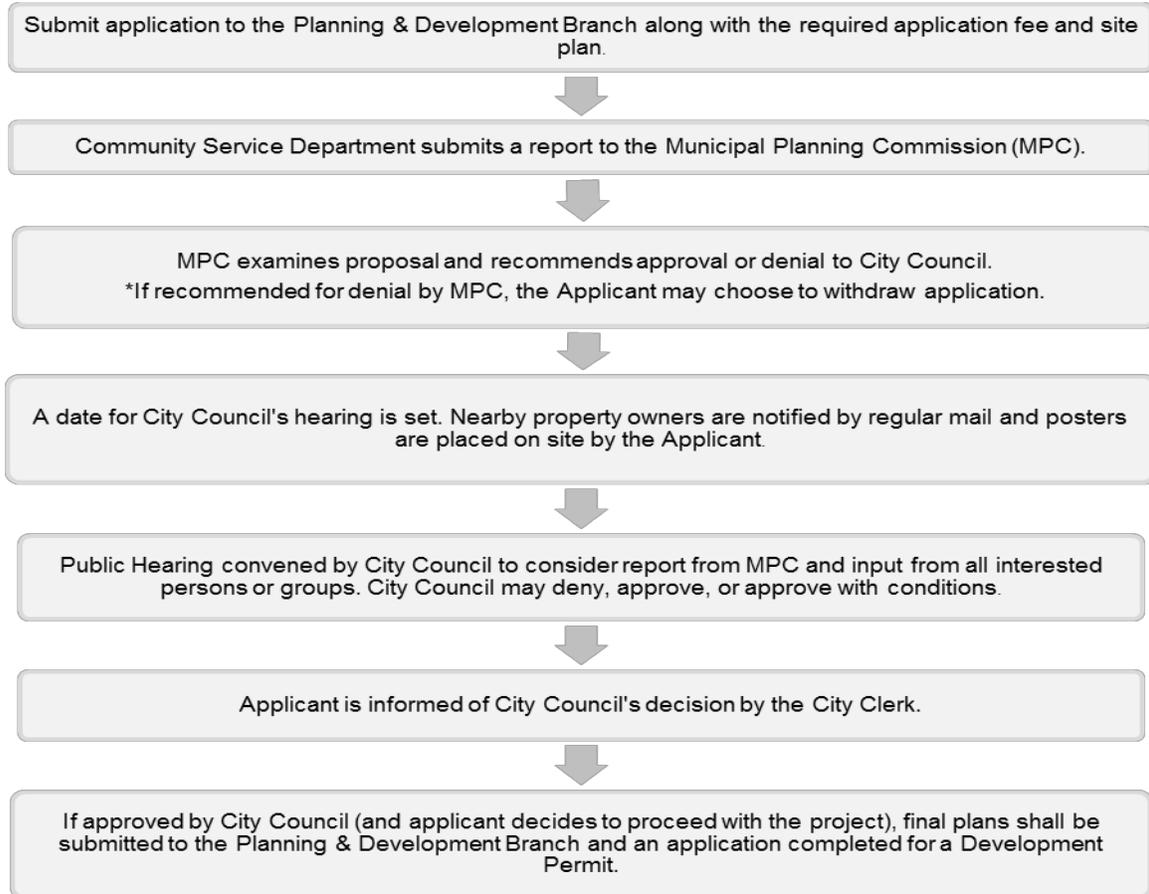
Completed Form  Payment  Site Plan  Relevant Drawings

## Discretionary Use Application Process

Prior to purchasing, developing or using a piece of property, you should contact the Planning & Development Division to determine the appropriate Zoning Bylaw regulations.

- If the proposal is a PERMITTED USE, you may apply directly to Planning & Development for a Development/Building Permit.
- If the proposal is a DISCRETIONARY USE, you must obtain City Council's approval before a development commences.

To begin this process, forward a completed application form (refer to opposite side of this sheet) together with the required application fee and three sets of plans to the Planning & Development Division. Your application will be processed in accordance with the following procedure:



**THIS PROCESS MAY TAKE FOURTEEN TO EIGHTEEN WEEKS.**

### Fees

#### Standard Discretionary Use Application: \$1,050.00

Defined as follows:

- Child Care Centres and Preschools
- Adult Day cares– Type I & 2
- Expansion of existing Care Homes
- Bed and Breakfast Homes
- Boarding and Breeding Kennels
- Boarding Houses
- Private Schools
- Community Centres
- Hostel– Type I
- Converted Dwellings– Max 4 Dwelling Units
- Multiple Dwelling Units– Max 4 Dwelling Units
- Special Needs Housing– Max 4 Dwelling Units
- Live/Work Units– Max 4 Units
- Convents and Monasteries– Type I & 2

#### Highly Complex Discretionary Use Application: \$5,300.00

Defined as follows:

- Taverns and Nightclubs
- New Retail Stores over 5000 m<sup>2</sup>
- Steel Mills, Blast Furnaces and Smelters, Chemical Manufacturing & Petroleum Refineries in IH Districts

#### Complex Discretionary Use Application \$1,950.00

- All other applications are Complex Discretionary Use Applications.

Last Updated On: 03/08/16