

Applications (which have delegated approval authority). These applications involved circulation of the file to required departments/agencies for comment, correspondence with the applicant/agent during the process and finally the preparation of a staff report and recommendation on approval of the application.

Another area of responsibility that I had in this position was the processing of Site Plan Control Applications. For the first 6 months of my time in this position (June 2003 - December 2003), site plan control applications were handled similarly to the above mentioned Part Lot Control and Draft Plan of Condominium applications. As the planner in charge of the file, I was responsible for circulation of the file, review of agency comments, preparation of a staff report, which included identification of the required conditions of approval, and red-lining the submitted plans for conditional approval. Following the conditional approval, I was responsible for corresponding with the applicant and managing review and circulation of revised plans, and ensuring that all conditions of site plan approval were cleared prior to issuance of a building permit.

In January 2004, the City changed the process by which we review Site Plan Control applications, by offering a stream-lined and expedited approvals process to the applicant. One of the major changes with this new process included the formation of a Development Review Committee (DRC), comprised of the Manager of Development Planning and representatives from commenting departments/agencies. As the planner in charge of the file, I presented the application to the DRC and highlighted any major concerns or required changes with the plans. I also selected the required conditions to be attached to the site plan approval. Following the DRC meeting and the approval with conditions, I would assist the applicant with meeting the conditions of approval that must be met prior to issuance of a building permit. The site plan process has taught me a great deal about all aspects of planning and plan review, including knowledge gained on landscaping, stormwater management, grading, traffic and engineering design issues. In addition, as the process to approve a Site Plan Control Application through to building permit issuance involves many commenting agencies and numerous sets of plans, I have learned the importance of good file management and negotiation skills.

Finally, a major component of my job as Planner II involved responding to enquiries from the public, outside agencies, consultants and other staff on planning matters. As a Planner I frequently responded to enquiries from the public regarding rezonings, severances, minor variances or a myriad of other issues. In addition, I attended pre-consultation meetings with prospective applicants/agents to review their plans and discuss potential issues that may arise during the application process. I enjoy assisting the public with their enquiries, and responding to the various questions proved both interesting and informative.

In my first year as a Development Planner, I learned more in that period of time than I ever have before. Development Planning cannot be taught from a book. One must actively engage in the process: review plans; present reports; respond to enquiries; and facilitate between applicants, staff and the public to truly understand the complexities of planning. In addition to learning more about "real life" planning, I have also gained valuable lessons in time management, public speaking, and mediation, which will all prove valuable in the future.

Validation Details

Status	Reviewed
Total Months Required	24
Number of Validated Months	12
Comments from District Membership Subcommittee	Recommend validation of full 12 months. Excellent log!
Create Date 05/17/2005	Last Updated 06/25/2005

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