

19 November 2021

RE: 4 Woods Street, Portland VIC 3305
Community Consultation Report (V2)

Clement-Stone Town Planners act on behalf of [REDACTED] in relation to the above site.

[REDACTED] propose to construct social and affordable housing on the above site, with the proposed development consisting of two (2) new dwellings, each with two bedrooms and one on-site car space.

Amendment VC190 (introduced in December 2020) inserted a new particular provision into the Victorian Planning Provisions at Clause 52.20 to streamline the planning approval process for housing projects that are by or on behalf of the Director of Housing.

This report has been prepared to outline the consultation process undertaken in accordance with the requirements of *Homes Victoria Planning Guidance v 01.00: July 2021*, which outlines the extent of consultation that is required to be undertaken for any application under Clause 52.20 before seeking planning permission.

The following report summarises the consultation undertaken, feedback received, and explains how the feedback has been considered and responded to in preparation of the future planning application under Clause 52.20 of the Latrobe Planning Scheme.

Consultation Process

The following stakeholders were engaged between 23 September 2021 and 29 October 2021 in accordance with the requirements of the community consultation guidelines.

This section outlines how each stakeholder was consulted and how their feedback has or will inform the future planning application.

Council

The Glenelg Shire Council (Council) have been engaged in accordance with the requirements of the community consultation guidelines and have had direct input throughout the development of the current design, as follows:

- Pre-application written advice received 23 September 2021
- Updated pre-application written advice received 20 October 2021

Council's first round of pre-application feedback (23 September) was based on the planning scheme requirements of Clause 52.20, as follows:

- *52.20-2 provides an exemption from the planning scheme requirements applicable to the subject land provided that the requirements of Clause 52.20 are met.*
- *52.20-5 & 53.20-5 require a letter from the Department of Health and Human Services/Director of Housing confirming that the application is funded, either wholly or partly, under Victoria's Big Housing Build program or made on behalf of the Director of Housing.*
- *52.20-6.1 & 53.20-6.1 Infrastructure – drainage of the site can be addressed through the building permit application. The proposed changes to vehicle crossing/crossover requires an application through the works within the road reserve permit process.*
- *52.20-6.2 & 53.20-6.2 Street setback - The same distance as the setback of the front wall of either existing building on the abutting allotments facing the front street or 7 metres, whichever is the lesser. As such the front setback is to be the same as the front wall of the dwelling on the abutting lot, which is noted on the plans as 4.72m.*
- *52.20-6.6 Parking location - Shared accessways or car parks of other dwellings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway. As discussed alterations to the draft plans are necessary to comply with this requirement.*
- *52.20-6.7 & 53.20-6.9 Accessway design - Allow vehicles parked in the last space of a dead-end accessway in public carparks to exit in a forward direction with one manoeuvre.*
- *53.20-6.5 Energy efficiency - Living areas and private open space should be located on the north side of the development, if practicable. Developments should be designed so that solar access to north-facing windows is maximised.*

The above advice summarises a number of requirements of Clause 52.20-6 (Development standards for dwellings and buildings).

It is noted that the plans comply with all development standards of Clause 52.20-6 except for Clause 52.20-6.2 (Street setback – 220 mm variation).

It is noted that numerical compliance with the development standards is not a mandatory requirement of Clause 52.20, with the clause contemplating a variation to the numerical standards if the overarching objective of the relevant standard is met.

The proposed 220 mm variation to Clause 52.20-6.2 is considered to be appropriate within this site context for the following reasons:

- The dwellings are single storey in form and do not result in visual bulk toward the street and adjoining sites
- The proposed setbacks will enable landscaping and canopy trees to assist in further integrating the development within the streetscape
- The reduced front setback allows for generous secluded private open space (SPOS) areas to be provided for each dwelling and for car parking spaces to be located away from the frontage of the site, which helps minimise the appearance of hard surfaces and visual bulk

On balance, the proposed front setback is considered to be an acceptable response in this site context, and it is therefore considered that no changes were required to the design in response to the first round of Council pre-application advice.

Following this advice, Council were provided with more detailed documentation that included a full set of town planning drawings, a landscape plan, and a planning and arborist report.

Council's updated pre-application feedback (20 October) was largely supportive and provided the following comments:

1. *Before the occupation of the development starts it must be connected to reticulated water and sewerage services.*

Street setback

2. *The front setback will require Report and Consent from the Municipal Building Surveyor as it is not the average distance between buildings. Given that the proposed variation is to only slightly reduced from the standard setback it is not anticipated to have any issues.*

Design comments

3. *The solar access to north facing windows could be improved for the proposed development.*

Option 1:

The northern windows of proposed Dwelling 1 are shown in complete shadow at 12noon on the diagrams provided. This could be improved by moving the carport further to the west and if fitted with a garage door would reduce the amount of internal fencing required. Additionally, the rainwater tank could be moved to the western wall of Bed 1 to allow a northern window to the family room.

The north facing windows for proposed Dwelling 2 could be improved by shifting the fence on the northern aspect further to the east and relocating the window for Bed 1 from the eastern wall to the northern wall. A window at 1.5m high could instead be used instead in the eastern wall of Bed 1.

Option 2:

The access and carport for proposed Dwelling 1 could be installed in the location of the existing crossover and driveway with an open sided carport partially set forward of the front wall of the dwelling like the portico. This option would remove the need for the carport between the two dwellings allowing improved solar access to proposed Dwelling 1. Two 3m wide driveways would not exceed the 40% recommended for street frontages less than 20m. This will increase the private open space for both dwellings and remove the issue of the carport of Dwelling 1 abutting the water closet window of Dwelling 2.

A turning area for proposed Dwelling 2 is still recommended to allow vehicle egress in a forward direction, however the area required would be less than what is currently proposed. The carport for Dwelling 2 could also be moved south to align with the portico of that dwelling allowing fencing to be moved and a greater area of secluded private open space to the north of the dwelling. It is still recommended that the window for Bed 1 be relocated from the eastern wall to the northern wall.

Option 3:

The access and carport for proposed Dwelling 1 could be installed in the location of the existing crossover and driveway with an open sided carport partially set forward of the front wall of the dwelling like the portico. This option would remove the need for the carport in front of proposed Dwelling 2 to utilise the proposed carport in between the dwellings for Dwelling 2 instead. Two 3m wide driveways would not exceed the 40% recommended for street frontages less than 20m.

A turning area for proposed Dwelling 2 is still recommended to allow vehicle egress in a forward direction, however the area required would be less than what is currently proposed and this option would provide the manoeuvring area in front (east) of Dwelling 2. The carport for Dwelling 2 could also be moved east to align with the front wall of that dwelling allowing increased solar access in the afternoon for Dwelling 1 in particular if a window is added to the north of the family room and the yard extended to the north behind the carport. A greater area of secluded private open space to the north of the dwellings would then be available. This will remove the issue of the carport of Dwelling 1 abutting the water closet window of Dwelling 2. It is still recommended that the window for Bed 1 be relocated from the eastern wall to the northern wall and the fencing in that area relocated to increase the private open space for that dwelling.

- 4. Building over the sewer line for the proposed carport to Dwelling 2 is not recommended. Consultation with Wannon Water and the relevant building surveyor is required.*

Landscape Plans

- 5. It is recommended that vegetation planting should predominately be indigenous species from the Victorian Volcanic Plain bioregion - EVC 23: Herb-rich Foothill Forest. It is noted that productive species such as fruit trees or shrubs will be of benefit to the future residents and are supported in particular the use of native varieties such as coastal rosemary and native mint, which are productive but also attractive.*

6. *The landscape plan should include details of the weed management program.*
7. *Landscaping should be carried out and completed prior to the occupation of the units.*
8. *Landscaping should be maintained for a minimum period of twelve months wherein any dead, diseased or damaged plants should be replaced.*

Drainage

9. *The proposed buildings and works must be drained to the satisfaction of the responsible authority.*

Access

10. *All disused or redundant vehicle crossings must be removed and the area reinstated to kerb and channel at the applicant's cost to the satisfaction of the responsible authority.*
11. *An Assets Protection Permit is required for the construction of new vehicle crossings/crossovers. Prior to commencing work, please phone the Asset Protection Permit Administration Officer on 03 5522 2200.*

Council's detailed advice has been considered, with the following comments provided where necessary:

- As per point 2, Council have accepted that the proposed front setback variation is only slightly reduced from the standard setback (220 mm as per Clause 52.20-6.2), which supports the previous assessment that changes to the front setback will not be required.
- Council's concern as per points 3 and 4 are noted and acknowledged. In response, each dwelling's carport has been deleted and replaced with one (1) uncovered car space, which is compliant with the development standards outlined under Clause 52.20-6.7. The removal of the carport for Dwelling 1 increases northern solar access to the dwelling (addressing Point 3), and the removal of carport for Dwelling 2 removes the need for Build Over Easement approval (addressing Point 4) whilst also resulting in a more prominent entry point for the dwelling.
- The landscape comments (as per points 5-8) are noted, and it is envisioned that the requirement for landscaping to be carried out and completed prior to the occupation of the units will be a condition of approval on the planning permit.
- Point 10 is addressed on the plans with a plan notation stating that the existing crossover will be reinstated in accordance with Council requirements.

The proposed design and plan updates (where relevant) are considered to address Council's feedback and outstanding concerns.

Service Providers

There are no applicable external referral authorities required to be notified as part of this application.

Community

Community consultation was undertaken in accordance with *Table 1: Guide to public consultation* for a development of between 1-29 dwellings.

This consultation consisted of the following:

- Direct notice via express registered mail to owners and occupiers within 50 m of the subject site (mailed on 7 October 2021)
- Erection and display of one advertising sign at the site frontage (erected on 7 October 2021 and removed on 29 October 2021)

The mailed notice contained a copy of a cover letter which clearly explained the development proposal (**Appendix A**), as well as the proposed development plans and landscape plan.

Interested parties were also directed to a weblink which contained a copy of technical documents (planning report, arborist report, tree impact assessment, STORM report, feature survey, colours and materials schedule).

Parties were given until 29 October 2021 to provide comment. It is considered that ample time was provided for comment, above the required 3-week timeframe as specified within the guidelines.

One individual piece of correspondence was received, which is summarised below:

Submitter	Comments	Applicant response
Submitter 1 – correspondence received via phone call on 15 October 2021	General queries relating to: <ol style="list-style-type: none">1. Boundary fence treatment to west2. Protection works for property on adjoining site to west3. Future tenants and the services that [REDACTED] will provide	A response was provided on 12 October 2021, which detailed the following: <ol style="list-style-type: none">1. The submitter was advised that the western boundary fence would be replaced with a new 1.8 m paling fence along the western boundary. Given the submitter's concerns about potential noise impacts to the subject site (the galvanised iron garage to the rear of his site is utilised as a recreational space), it is considered that the western boundary fence be raised to 2 m in height for the benefit of both sites. This is also replicated on the eastern boundary given a similar sensitive interface to the east.2. Details around future works on the subject site will be provided directly from the project builder to adjoining sites prior to these

		<p>works commencing to ensure protection of adjoining property within proximity of the common boundary.</p> <p>3. The submitter was encouraged to visit [REDACTED] website for further details on their services and mission.</p> <p>It is considered that changes (in part) can be implemented to point 1 in response to this submitter (higher boundary fences to east and west).</p> <p>It is considered that no changes are necessary in response to points 2-3.</p>
--	--	--

Summary of changes

█ have made the following changes to the proposed development in consideration of the submissions that have been received:

Council

- Remove carports for both dwellings to increase solar access for Dwelling 1 and to ensure that there is no new built form over the sewer line to the rear of the site.

Community

- Provide higher boundary fences to east and west boundary – 2 m in lieu of currently proposed 1.8 m via additional 200 mm trellis to be fixed atop new fence.

Conclusion

██████████ consultation process was undertaken in accordance with Homes Victoria's commitment to community engagement and as per *the Homes Victoria Planning Guidance v 01.00: July 2021*, which outlines the extent of consultation that is required to be undertaken for any application under Clause 52.20 before seeking planning permission.

All matters raised by Council and community members have been carefully considered, with updates to the design of the proposal described within in this report.

Any submissions made that did not warrant plan updates have been justified and described within this report.

Please contact ██████████ on ██████████ or ██████████ if any questions.

Yours Faithfully,



██████████ ██████████
Associate | Clement-Stone Town Planners

TOWN PLANNERS

CLEMENT—STONE SINCE 1989

Appendix A:

Covering Letter sent to residents:



To: Owner/occupier

Dear Sir/Madam,

[REDACTED] is planning for a multi-unit development at 4 Woods Street, Portland. We are proposing to build 2 single storey, 2-bedroom brick veneer dwellings. Each dwelling will have 1 allocated car parking space within the allotment.

We are now undertaking consultation with council, relevant service providers and with community. We are also writing to all neighbours to notify you of the project, the planning process and of how you can provide feedback on our proposal.

Who are we?

[REDACTED] is an [REDACTED] Organisation and is the largest registered [REDACTED] housing agency in Australia. We are the lead [REDACTED] housing and homelessness agency in Victoria. We recognise that our legitimacy originates from the strong relationships we have with Victoria's [REDACTED] communities and that our success is through achievement of our shared vision and aspirations. [REDACTED] is a proud agency: proud of the history and culture of [REDACTED] of Victoria, proud of the [REDACTED] of Victoria who we serve and proud of our heritage. All that we do to overcome the legacy of [REDACTED] homelessness and marginal housing is underpinned by our [REDACTED] obligation to advance self-determination.

Our vision is that [REDACTED] Victorians secure appropriate and affordable housing as a pathway to better lives and stronger communities. This is how we contribute to the shared challenge of overcoming the disadvantage of Victoria's [REDACTED] population. We believe that achievement of our vision is through the provision of housing services that respond to need and enhance the dignity of our clients and tenants and respects and celebrates their cultural beliefs, values and practices.

The planning process

This project is part of the Victorian Government's investment in social and affordable housing known as "Victoria's Big Housing Build" program. This program is seeking to deliver thousands of new homes for Victorians in need whilst creating tens of thousands of new jobs to support Victorians economic recovery.

In December 2020, the Victorian government introduced clause 52.20 (Big Housing Build) and clause 53.20 (Housing on behalf of the director of housing), into the *Glenelg Planning Scheme*. These planning provisions assist in streamlining the planning approval process for social and affordable housing, ensuring that homes are available to people who are most in need. [REDACTED] will be seeking planning approval of this project through clause 52.20 planning pathway.

This planning process differs from the conventional process. The usual notice (also known as advertising) and review rights (such as the Victorian Civil and Administrative Tribunal [VCAT]) of the planning scheme do not apply to applications seeking planning approval under Clause 52.20.

Instead, applicants must consult with community residents, service providers and the local council prior to applying for planning permission. Applicants must also consider their feedback and document



this in a consultation report as part of the consultation process. [REDACTED] will then provide a planning application to the Department of Environment, Land, Water and Planning (DELWP) for consideration by the Minister for Energy, Environment and Climate Change.

Information about the project

We have enclosed the following documentation for your information.

- Development plans
- Landscape plan
- Colours and materials schedule

Additional supporting documentation regarding the proposal is available via this DropBox link: <https://www.dropbox.com/sh/j6oo4otchns9nvx/AAD7RKn1DwUFWjmjC-idsi-Ma?dl=0>

Documentation can also be requested via the below contact details.

Have your say

[REDACTED] welcomes any feedback you might have and kindly requests it to be provided by **Friday 29 October 2021**. Your feedback will be considered and inform the final proposal that will be submitted under clause 52.20

Please provide your feedback by:

- Sending us an email addressed to Clement-Stone Town Planners info@townplanners.com.au
- Discussing the proposal with us via telephone (03) 9334 2060

Following the consultation period [REDACTED] will be considering all feedback related to the design and impacts of the proposal including impacts to the surrounding neighbourhood. This will be summarised in a report that outlines how we have taken the consultation feedback into account and any design changes [REDACTED] have made in response to the feedback. This report will accompany the documents submitted to DELWP in seeking planning permission. The consultation report will also be available on the Homes Victoria Website.

For more information

Should you have any questions about the proposal or the consultation process, please contact Clement-Stone Town Planners at info@townplanners.com.au or on (03) 9334 2060 and we will seek to get back to you within a 24/48 hour period. For further information on "Victoria's Big Housing Build" program, please refer to <https://www.vic.gov.au/homes-victoria-big-housing-build>

Yours Faithfully,

[REDACTED]
[REDACTED]

Asset Manager, [REDACTED]

8/10/2021