



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2022-10-04

MINUTES

PLANNING COMMITTEE MEETING

2022-10-04 AT 14:00

MINUTES
PLANNING COMMITTEE MEETING
2022-10-04

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PRESENT Cllr C Van Wyk (Ms) [Chairperson]

COUNCILLORS M Danana
A Hanekom

ALSO PRESENT Cllr P Crawley (Ms) (Council Whip)
Cllr A Ferns (Ms)
Cllr P Johnson

OFFICIALS: Director: Planning and Economic Development Services (A Barnes)
Senior Manager: Development Planning (C Alexander)
Senior Manager: Development Management (S Carstens)
Manager: Spatial Planning (B De la Bat)
Senior Admin Officer (T Samuels (Ms))

1.	OPENING AND WELCOME
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The Chairperson, Cllr C Van Wyk (Ms) welcomed all present at the Planning Services Committee meeting.

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

3.	DISCLOSURE OF INTEREST	(3/6/2/2)
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NONE

4.	APPLICATION FOR LEAVE OF ABSENCE	(3/4/3/3)
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PLANNING COMMITTEE MEETING: 2022-10-04: ITEM 4

4.1 APOLOGIES

None

4.2 ABSENT

Cllr JC Anthony – 2022-10-04

Cllr R Hendrickse (Ms) – 2022-10-04

5.	CONFIRMATION OF MINUTES: PLANNING COMMITTEE MEETING: 2022-06-14
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PLANNING MEETING: 2022-10-04: ITEM 4

The minutes of the Planning Services Committee Meeting held on 2022-06-14 **were confirmed as correct, subject to the following amendments:**

Cllr M Danana applied for leave of absence from the Planning Committee meeting dated 2022-06-14 which the Chairperson approved, therefor on:

page 1: the name of Cllr M Danana be removed under "Councillors present" and

page 4: the name of Cllr M Danana be placed under 4.1 application for leave of absence approved - 14 June 2022.

6.	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS AS AT SEPTEMBER 2022 – PLANNING COMMITTEE
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Collaborator No: 736051
IDP KPA Ref No: Valley of Opportunity
Meeting Date: 4 October 2022

1. SUBJECT: REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS AS AT SEPTEMBER 2022 – PLANNING COMMITTEE

2. PURPOSE

To submit the Outstanding Council Resolutions for September 2022 to the Planning Committee, for the said Committee to establish progress of such resolution in respect of its oversight responsibility.

3. DELEGATED AUTHORITY

Section 80 Committee: Planning Portfolio Committee.

4. EXECUTIVE SUMMARY

The outstanding Council resolutions, that is applicable to both the Departments of Development Planning and Development Management, that is within the Directorate: Planning & Economic Development have been updated and duly submitted to the Office of the Municipal Manager. The latest updated version is submitted to the Portfolio Committee for noting and oversight purposes.

PLANNING COMMITTEE MEETING: 2022-10-04: ITEM 6

RESOLVED (nem con)

that this matter be referred to the next Planning Committee meeting to allow the Administration to submit the correct Outstanding Resolutions of the Planning Committee for the month of September 2022.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Stiaan Carstens</i>
POSITION	<i>Senior Manager: Development Management</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8674</i>
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REPORT DATE	<i>26 September 2022</i>

7.	REPORTS FROM OFFICIALS: PLANNING
7.1	NON-DELEGATED MATTERS
7.1.1	APPROVAL OF THE ADAM TAS LOCAL SPATIAL DEVELOPMENT FRAMEWORK (“ATC LSDF”) AND GUIDELINES FOR THE DEVELOPMENT

Collaborator No: 736052
 IDP KPA Ref No: Valley of Opportunity
 Meeting Date: 4 October 2022

1. **SUBJECT: APPROVAL OF THE ADAM TAS LOCAL SPATIAL DEVELOPMENT FRAMEWORK (“ATC LSDF”) AND GUIDELINES FOR THE DEVELOPMENT**

2. **PURPOSE**

To provide Council with the pertinent factors to approve and adopt the Final Draft Adam Tas Local Spatial Development Framework and the ATC Development Guidelines.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The development of the land along the ATC was included as a catalytic project in the approved Stellenbosch Municipal Spatial Development Framework, 2019.

The working vision for the ATC area is follows:

- A **proactive intervention** to address needs in Stellenbosch, including fixing the mistakes of the past and enabling equitable access to urban opportunity for all citizens.
- An **integrated, inclusive environment** for living, work, and enjoyment.
- A **pro-active partnership** between the public, private, and community sectors in response to citizen needs and national, provincial, and municipal policy.
- A place which embodies and expands our **best knowledge and practise** of what constitutes good, equitable, and efficient settlement.
- A **“new town in town”** in Stellenbosch; integrating currently fragmented parts of the town, exploiting underutilized resources, and adopting non-motorized and public transport as the dominant form of access.

The Department: Development Planning prepared the draft ATC LSDF as a policy document that would pave the way for the development to take place over the next 10 to 20 years. The draft LSDF was submitted to the municipality in September 2021 after which Council approved the public participation process which took place during the second quarter of 2022 for a period of sixty (60) days., See copy of advertisement in local newspapers attached as **APPENDIX 1**.

The comments received during the process of public participation were evaluated and considered in evaluating the final draft ATC LSDF which is now serving before Council for formal adoption. The summary of comments is attached as **APPENDIX 2** to this report and include the responses to such comments.

5. **RECOMMENDATIONS**

- (a) that Council approves the Final Draft Adam Tas Local Spatial Development Framework, 2019 attached as **APPENDIX 3**;
- (b) that Council approves the Adam Tas Corridor Development Guidelines attached as **APPENDIX 4** to this report; and
- (c) that Council approve the inclusion of Farm No.183/37, 183/23, RE183/5 and RE 183, colloquially known as the Northern Extension, in its entirety within the study area boundary of the ATC LSDF, attached as **APPENDIX 5**.

6. **DISCUSSION / CONTENTS**

6.1 **Background**

The development of the ATC was first identified as a catalytic project in the Municipal Spatial Development Framework (MSDF) approved by Council in November 2019. The Municipal Manager was delegated by the Council to approve the commencement of the drafting of the LSDF on 20 March 2020.

The purpose of an LSDF is to:

- Provide detailed spatial planning guidelines.
- Provide more detail in respect of a proposal provided for in the MSDF.
- Meet specific land use planning needs.
- Provide detailed policy and development parameters for land use planning.
- Provide detailed priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues.
- Guide decision-making on land use applications.

The LSDF for the Adam Tas area is required to develop a coherent spatial vision for the defined ATC area, which supports key municipal strategic directives and objectives of the wider ATC initiative. This spatial framework will assist in guiding decision-making on development applications to enable the progressive realization of the vision and will contribute to identifying key implementation actions to achieve the objectives of the ATC.

The MSDF approved by Council in November 2019 identified the Adam Tas Corridor as a primary area for intense development for the next 10 to 20 years; and area where the principles of SPLUMA can best be implemented.

The MSDF identified the ATC Corridor as the most significant redevelopment opportunity within Stellenbosch town, stretching from the Droë Dyke property and the Old Sawmill sites in the west along Adam Tas Road and the railway line, to Kayamandi, the R304, and Cloetesville in the north. Large industrial spaces – currently disused or to be vacated over time – exist here. Redevelopment offers the opportunity to accommodate many more residents within Stellenbosch town, without a negative impact on agricultural land, nature areas, historically significant precincts, or “choice” lower density residential areas. In many ways, the Adam Tas Corridor represents the key to protect and enhance what is special within Stellenbosch town, as well as the relationship between the town and surrounding nature and agricultural areas.

In terms of the MSDF concept, prioritisation of development – at a broad level – are of two types. The first is spatial and targeted at significant future growth in specific places. The second is sectoral or thematic, focused on the kind of development to be prioritised. Spatial areas for priority development over the MSDF planning period are:

- Stellenbosch town
- Klapmuts

Development of the ATC area seeks the following strategic outcomes:

- A vibrant, compact, and efficient urban district, respectful of the environment and history.
- Increased access to inclusive livelihood opportunity for ordinary citizens.
- Seamless integration with surrounding areas.
- Financial sustainability.
- Active partnership between stakeholders.
- A clear development process with speedy decision-making.

With the approval of the ATC LSDF as formal policy Council will be in a position to allow for considerable development opportunities for the next decade or two in an area close to public transport opportunities, employment opportunities and in within walking distance from the central business district. Substantial inclusive housing opportunities can be provided in a mixed-use high-density environment and will support an emerging NMT network. Of importance is to note that such development will impact the Capital Expenditure Framework as Council’s capital budget will be focussed on providing the necessary infrastructure in this area.

In addition, guidelines have been developed to support the coherent and co-ordinated implementation of the ATC Framework which is expected to occur in a phased manner. The guidelines have also been to provide direction for landowners and decision-makers, both at the broader scale as well as at a precinct level. This report sets out these guidelines according to landscape, public realm, built environment, engineering and infrastructure components in a user-friendly manual format based on overarching framework objectives and precinct specific development intentions.

6.2 Public Participation

Council approved the commencement of the required public participation process on 2022-04-26 (Item 10.7.1). Public participation took place formally over a 60-day period and included advertisements in the local newspapers, three open days at the offices of the planning department and 6 on-line focus group meetings. The comments received during all the phases of the public participation process are attached as **APPENDIX 6**.

The responses received to advertising the draft ATC Local Spatial Development Framework (LSDF) are overwhelmingly positive. Based on the inputs received, there appears no need to adjust the draft ATC LSDF, except for the _____ of the Northern Extension in the ATC LSDF.

The comments received contributes greatly to an understanding of the views of various stakeholders on the ATC, where misunderstandings or a lack of clarity exists, and perceived project risks. In this way, it adds to the ATC knowledge base, and should be referred to and considered in further planning and implementation work.

Particularly welcomed is the broad support (and effort in framing submissions) of voluntary public interest bodies who commented.

In their submission, Friends of Stellenbosch Mountain, summarises the ATC's potential and risks succinctly:

*“The ATC and its associated Local Spatial Development Framework (LSDF) is a milestone in the history of Stellenbosch town planning. **If implemented consistently and faithfully** (and that is a big if, given history), the ATC will go a long way towards alleviating injustices of the past and creating a second town core which addresses the imperatives and opportunities of the 21st century within the Stellenbosch municipal area ...*

The ATC proposal is also highly commended for its core motivation of bringing together communities and for acting as core and seed for sustainable development, and thereby changing the discourse from the usual self-serving and narrow focuses of individual landowner development proposals to the big picture of common welfare and sustainability. Of all the private plans submitted in the past two decades, this ATC proposal comes closest to fulfilling the intentions and thrust of spatial legislation and the principles which Stellenbosch Spatial Development Frameworks have often espoused, but seldom satisfied.

To temper our enthusiasm with some realism, it is clear enough that the ATC proposal will not be popular with various sectors of society whose aim is quick self-enrichment and short-sighted goals. The ATC will have to be protected

from various attempts to undermine it. This could happen either by direct changes to its core development parameters and principles, or by parallel development proposals and approvals which weaken or even annul the central role of the new town centre in favour of the usual uncontrolled urban sprawl patterns.”

With the above in mind, the following matters are emphasised for urgent attention:

- The responsibility of all leadership and officials to “speak with one voice” on the project, and to continuously seek to integrate resources towards common goals, and reconcile different accountability, needs, and agendas.
- Implementing institutional arrangements in support of the Municipality to ensure project implementation (progress has been made in establishing a landowners’ entity while the proposed public body still requires attention).
- The integration of various sector plans to reflect the ATC.
- Detailed planning – between the landowners and Municipality – to further implementation readiness.
- Processes and the means for on-going communication between development partners and stakeholders.

6.3 Discussion

Given the extent of the ATC area and anticipated lengthy development period, the ATC LSDF is not as detailed in its recommendations as most LSDFs prepared by municipalities. Rather than providing detailed land use proposals, the ATC sets out the minimum necessary guidance – in terms of development principles, land use, urban structure, and infrastructure to enable meeting the project objectives while accommodating change in market conditions over the development period of the project.

Considerable attention is given to the applicable municipal Land use Management System (LUMS) and landowner obligations associated with exercising development rights to be allocated following the LSDF process. In addition, guidelines have been developed to support the coherent and co-ordinated implementation of the ATC LSDF which is expected to occur in a phased manner. The guidelines have also been to provide direction for landowners and decision-makers, both at the broader scale as well as at a precinct level. This report sets out these guidelines according to landscape, public realm, built environment, engineering and infrastructure components in a user-friendly manual format based on overarching framework objectives and precinct specific development intentions.

The study area is in the extent of 360ha. Not all of it is developable and include the river corridor, railway line, provincial and municipal roads and the Papegaaiberg Nature reserve. Preliminary calculation indicates that more that 26% of the area is allocated for public open space and green areas while almost 30% is required for existing and new transport infrastructure.

Large parts of the area – except for Droë Dyke, Van der Stel, and Papegaaiberg – are in private ownership. Critical parts of the area form large landholdings in individual ownership. Large parts of the area are zoned for purposes no longer in demand (industrial related uses). The large area offers opportunity for significant development meeting a range of needs while inhibiting sprawl and the erosion of agricultural and natural assets in Stellenbosch Municipality.

The ATC offers significant development potential and can meet a range of settlement development and citizen needs in Stellenbosch. The conceptual work indicated the potential of approximately 3 million m² of bulk, a population of some 50 000, and more than 13 500 dwelling units can be developed over time.

Essentially the ATC is a linear new district within Stellenbosch stretching to the west of the main town and stretching from the old Sawmill and Droë Dyke in the south-west to Kayamandi and beyond in the north, adjacent to and straddling (in places) Adam Tas Road, the R44, and railway line.

The linear ATC development area comprises 11 precincts, linked to each other and surrounding areas through rail, road, and Non-Motorised Transport movement infrastructure. Although precincts exhibit distinct characteristics and potential, based on location, use history, and so on, all – except Papegaaiberg and Oude Libertas – are expected to have a mix of uses and relatively high-density development. While precincts are linked, each is proposed to focus on a central interchange point – a station or other transport interchange – within walking distance of surrounding development.

The development costs of infrastructure as proposed in the LSDF has been estimated (as an average of the minimum and maximum of development proposed). The study estimates indicate that the total development contribution cost amounts to approximately R1.4 billion. The total cost to upgrade infrastructure for development to take place amounts to approximately R1.368 billion. According to study estimates the development contribution cost is therefore R289 million more than the upgrade cost which would be the additional cost that the development will have to contribute to the Stellenbosch Municipality for development to take place.

A high-level economic impact report was prepared to test the feasibility of the development from an economic perspective. The primary purpose of the report was to estimate the socio-economic impact of the Adam Tas Corridor (ATC) development on the economy of the Stellenbosch Municipality as an indication of the potential contribution of the planned development on the local economy.

In summary, the report found that:

- **Economic effects:** The multiplier effect of the operational phase will result in R15.1 billion in value-added generated locally over 30 years in the construction phase and R317 million per year during the operational phase.

- **Employment opportunities:** The project will involve a maximum of 14 884 jobs (as direct, indirect, and induced) during phase 4 of the 30 years during the construction phase and 1 425 jobs per year during the operational phase.
- **Policy alignment:** The project makes a positive and long-term sustainable contribution towards jobs, incomes, and livelihoods for inclusive growth in the Stellenbosch LM and is aligned with several goals and objectives of the local, provincial, and national government.
- **Inter-relationship effects:** Development of new synergies with the local industrial and services/ knowledge sectors, the local and regional Governments, and other local stakeholders to capitalise on the opportunities connected to the ATC Project.

To pursue the objective to develop an integrated and inclusive town the provision of Inclusionary Housing is required. Inclusionary Housing is a spatially targeted mechanism that relies on the regulatory system of planning permissions to oblige property developers to provide affordable housing at prices below those targeted by their development. Inclusionary housing leverages the greater societal role in creating land value, along with the significant increase in the value of land, as a consequence of granting new or additional land use rights. In other words, in return for additional land use rights, including a greater mix of uses and higher densities that generate significant value, the inclusionary housing mechanism applies a standardised requirement or “set-aside requirement” for developers to include, in their developments, a contribution towards housing that is affordable to lower-middle- and lower-income households. The objective is to open opportunities for more affordable housing in identified areas and to promote more integrated communities in those areas that are less starkly divided by income and race and more inclusive of key workers and young professionals in particular.

While the ATC LSDF was under preparation, the WCG prepared an “Inclusionary Housing Policy Framework”. The Framework:

- Define inclusionary housing.
- Provide the rationale for its use as a mechanism for spatial transformation.
- Provide the basis for the application of inclusionary housing measures in the Western Cape.
- Outline how inclusionary housing can be introduced in municipalities.

In parallel with the WCG’s policy initiative, the Stellenbosch Municipality has commenced work on its own inclusionary housing policy.

A high-level implementation plan for the ATC following completion of the Draft LSDF is indicated in paragraph 8.4, page 116, diagram 8 of the ATC LSDF report. The implementation plan illustrates that considerable work remains to be done prior to implementation of the ATC and following upon completion of the ATC LSDF. Given the extent of development envisaged, discussion with major landowners has commenced in parallel with finalisation of the LSDF with

a view to obtaining high-level agreement on proposed land use rights, and the associated obligations, incentives, and processes. The discussion is facilitated by the Western Cape Economic Development Partnership (WCEDP) and resulted in a Memorandum of Understanding signed by all landowners with major property developments planned within the ATC.

Apart from proceeding as individual “developers” in response to the LSDF, landowners will have to act collectively, specifically in relation to the provision of shared public facilities and infrastructure (which may be designed and implemented by landowners/developers in agreement with SM). It would be appropriate to establish institutional arrangements for joint action early in the process.

6.4 COMMENTS RECEIVED FORM INTERNAL DEPARTMENTS

6.4.1 Community Services

The Directorate expressed overwhelming support for the ATC LSDF.

6.4.1 Infrastructure Services (Waste Management)

Comments specific to waste management were made in respect of the period during- and post the construction phase.

The comments on waste management are accepted and to be considered in further work on the ATC.

6.5 COMMENT FROM GOVERNMENTAL DEPARTMENTS

6.5.1 Directorate Road Planning (Department of Transport and Public Works)

The Directorate do not support the proposals as advertised. The Directorate lists various detailed concerns related to work to be undertaken and issues which require further consultation with them.

- The “carte blanche” lack of support for the ATC is not understood. Clearly, much detail is to be resolved – in discussion with the Department of Public Works – but surely the overall objectives and vision which is fully aligned with agreed WCG policy must be supported.
- On 5 October 2021, during a virtual MS Teams engagement, the BEP Consortium made a presentation on the Draft LSDF to the Western Cape Government’s Departments of Environmental Affairs and Development Planning; Transport and Public Works; and Human Settlements. This engagement was also attended by representatives from the Stellenbosch Municipality. The WCG representatives noted their general support for the development vision, concept, and development framework.
- Given the above, the Road Investment Planning Directorate is clearly not aware of support given.
- The ATC LSDF acknowledges that further transport planning work – over and above road planning – needs to be undertaken in discussion/ collaboration with the WCG.

As the project proceeds, engagement with the WCG Department of Public Works (currently being restructured) and its Directorates is critical. The ATC LSDF's approach is one where spheres of government and other sectors (including landowners) take co-responsibility to implement the ATC vision.

6.5.2 Directorate Environmental Affairs and Development Planning (WCG)

The Directorate describes the ATC LSDF as "thorough" and submitted a few comments which will require no amendments to the ATC LSDF.

6.5.3 Department of Community Safety (WCG)

No comment

6.5.4 Heritage Western Cape (WCG)

HWC "notes" ATC LSDF and Development Guidelines.

At their meeting, concerns were expressed (regarding the multi-layered heritage significance of the precinct and that the plan of study for the entire scheme and specifically the heritage component of the LSDF must be presented to Heritage Western Cape at an early stage.

The ATC LSDF approach to heritage was discussed with representatives of various heritage organisations during its formulation. These discussions will be continued as the project progresses.

6.5.5 ATC Steering Committee

The ATC Steering Committee expressed overwhelming support and endorsement of the work completed to date. The support and endorsement of the ATC Interim Steering Committee – comprising representatives from the Stellenbosch Municipality, Western Cape Government, Distell, Remgro, Stellenbosch University, and the Stellenbosch Institute for Advanced Study (STIAS) – is welcomed.

6.6 FINANCIAL IMPLICATIONS

The approval of the ATC LSDF has no financial implications as it is merely a policy document. The implementation of the proposed development will have a significant impact on the Capital Expenditure Framework and finance of the municipality in years to come. Discussions on the future financial impact of the ATC roll out is currently underway under the leadership of the CFO.

6.7 LEGAL IMPLICATIONS

None

6.8 STAFF IMPLICATIONS

The approval of the ATC LSDF has no direct staff implications. However, implementing the LSDF will require assistance and capacity. This requirement is currently receiving urgent attention from the municipality and the major landowners collective and facilitated by the EDP. The preferred solution to the

capacity constraints is the creation of a Special Purpose Vehicle, the nature of which will be proposed to Council soon.

6.9 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

The following Council approvals are applicable:

URGENT COUNCIL MEETING: 2019-08-02

RESOLVED

- (a) that Council notes input and comments received on the Draft Municipal Spatial Development Framework attached as **ANNEXURE 1** of the agenda.
- (b) that Council approves the final draft *mSDF* as attached as **ANNEXURE 1** to the agenda item; and
- (c) that the final draft Municipal Spatial Development Framework be included in the 2019/20 Integrated Development Plan (IDP).

URGENT COUNCIL MEETING: 2019-11-11

RESOLVED

- (a) that the corrected maps aligned with the approved IDP Amendment as contained in the *mSDF* attached as **ANNEXURE 2** be approved and confirmed as the final maps outlining the urban edge, as per Council decision of 2 August 2019; and
- (b) that the approved *mSDF* and IDP Amendment be submitted within 10 working days to the Minister of Local Government, Environmental Affairs and Development Planning, as required in accordance with section 14 of the Western Cape Land Use Planning Act, 2014 (LUPA).

COUNCIL MEETING: 2022-08-16: ITEM 7.11.2

- (a) that Council take note that at the 27th Council Meeting dated 29 May 2019, the Municipal Manager was authorized by Council to explore a Public Private Partnership for the Adam Tas Project; and
- (b) that Council endorses that the Municipal Manager be a signatory to the Memorandum of Understanding (“MOU”) for the Establishment of the Adam Tas Corridor Landowners Collective, attached as **APPENDIX 1** to this report.

6.10 RISK IMPLICATIONS

By not approving the development of the ATC, it will be financially challenging to provide the infrastructure required to rezone and develop much of the ATC resulting in the industrial zoning to be retained and exploited. More importantly,

the result of not developing an extensive mixed-use development within the urban edge would be that development will have to take place on the outskirts of town on good agricultural land exacerbating urban sprawl and a continued dependence on the use of private motor vehicles. Creating integrated and inclusive communities would be exceedingly difficult to achieve. The result would be that the future development will not be SPLUMA compliant and would represent a continuation of unsustainable development with a high socio - and economic cost.

PLANNING COMMITTEE MEETING: 2022-10-04: ITEM 7.2.1

During deliberations on the matter the Chairperson, Cllr C Van Wyk

RULED

that recommendations 5(a) & 5(b) on page 5 be recommended to Mayco from the Planning Committee, but recommendation 5(c) be referred back, to allow the Administration to provide further clarification at the next Section 80 Planning Committee meeting in November 2022.

RECOMMENDATIONS FROM THE PLANNING COMMITTEE MEETING: 2022-10-04: ITEM 7.1.1

- (a) that Council approves the Final Draft Adam Tas Local Spatial Development Framework, 2019 attached as **APPENDIX 3**; and
- (b) that Council approves the Adam Tas Corridor Development Guidelines attached as **APPENDIX 4** to this report; and

APPENDICES

Appendix 1 : Advertisement for Public Participation

Appendix 2 : Response to comments received

Appendix 3 : Final Draft ACT LSDF

Appendix 4 : ATC Development Guidelines

Appendix 5 : Location of Northern Extension

Appendix 6 : Comments received in the ATC LSDF

NAME	Bernabe de la Bat
POSITION	Manager Spatial Planning
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 – 808 8653
E-MAIL ADDRESS	Bernabe.delabat@Stellenbosch.gov.za
REPORT DATE	19 September 2022

7.1.2	ARCGIS FOR LOCAL AUTHORITY (TPAMS AND BPAMS) IMPLEMENTATION REPORT
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Collaborator No: 736052
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 4 October 2022

1. SUBJECT: ARCGIS FOR LOCAL AUTHORITY (TPAMS AND BPAMS) IMPLEMENTATION REPORT

2. PURPOSE

To provide Council with the progress of the implementation of Town Planning Applications Management System ("TPAMS") and Building Plans Applications Management Systems ("BPAMS") that were implemented on 01 July 2022.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council to have an update on the status-quo regarding the implementation of TPAMS and BPAMS, the issues that occurred during the implementation and future systems enhancements.

5. RECOMMENDATIONS

- (a) that Council takes note of the progress made with the implementation of Version 2 of TPAMS and BPAMS on 01 July 2022; and
- (b) that Council takes note of the improvements to TPAMS and BPAMS as noted in 8.4 of this report that is included in the funding for the 2022/2023 financial year.

6. DISCUSSION / CONTENTS

6.1 Background

The Directorate: Planning & Economic Development with the assistance from the Municipal ICT facilitated the successful implementation of ArcGIS for Local Authority (AFLA) Version 2 Portal that was designed and developed by Esri South Africa to assist local authorities diminish queues and promote faster turnaround times on land development applications and building development. The AFLA Portal is accessible by members of the public, enabling the online submission of town planning applications at municipalities using the ArcGIS for Local Authorities (AFLA) suite.

The AFLA initiative has enabled our organization to deploy high-quality, focused geospatial web applications to the public and our employees in a quick and cost-effective manner. On the 1st of July 2022 the municipality upgraded the AFLA version 1 with a much-improved version 2 to speed up the land development and building plans applications.

These systems enable applicants to submit applications electronically and facilitate the electronic processing of the applications, further provide applicant with capabilities of live online tracking of applications as well as continuous communication via email notifications to the applicant.



Figure 1: External AFLA Portal

The public use the external portal (figure 1) to register and submit the applications, the portal also allows the public to track and view the status of the applications.

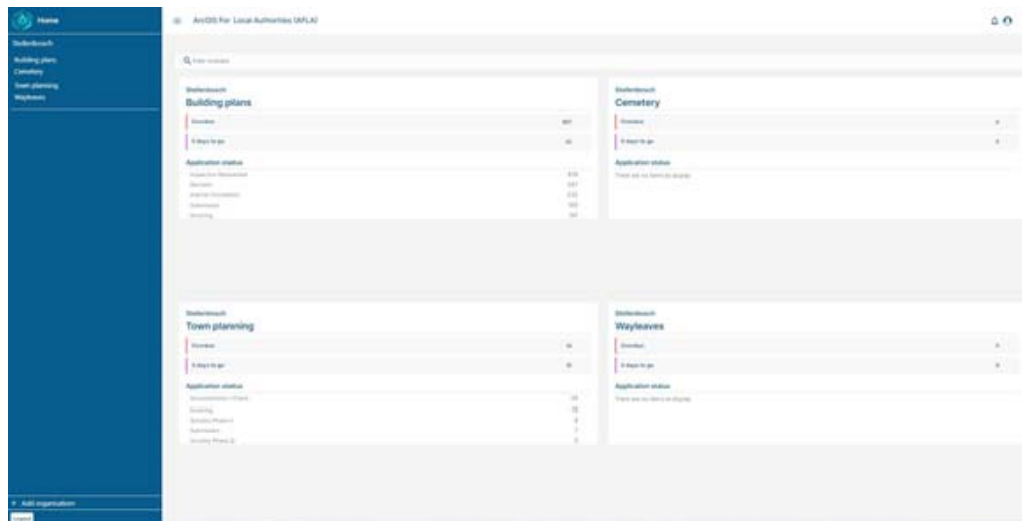


Figure 2: Internal AFLA Portal

TPAMS is built on a workflow which tracks step by step, the application process of a Land Use or Spatial Development application. The workflow enables SPLUMA compliancy and its adaptability to cater for each municipality's unique by-laws.

Application Number	Application Name	Application Type	Application Status	Application Date	Application Location
10000000000000000000	10000000000000000000	10000000000000000000	Submitted	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	In Progress	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	Completed	10000000000000000000	10000000000000000000

Figure 3: TPAMS Submitted Applications

All Land Use applications are displayed on an electronic on internal portal (figure 3). The applications can be viewed on the map to display the location of the property which the application has been lodged, and the status of the application. The users can determine from this, how far the application is from completion. The system also displays the following features on a map:

- Current status of application
- Who is responsible for the application (municipal staff member)
- The application location
- If there are any impending deadlines or reminders regarding an application

Application Number	Application Name	Application Type	Application Status	Application Date	Application Location
10000000000000000000	10000000000000000000	10000000000000000000	Submitted	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	In Progress	10000000000000000000	10000000000000000000
10000000000000000000	10000000000000000000	10000000000000000000	Completed	10000000000000000000	10000000000000000000

Figure 4: BPAMS Submitted Applications

All Building Plans applications are displayed on an electronic on internal portal (figure 4). The applications can be viewed on the map to display the location of the property which the application has been lodged, and the status of the application. The users can determine from this, how far the application is from completion. The system also displays the following features on a map:

- Current status of application
- Who is responsible for the application (municipal staff member)
- The application location
- If there are any impeding deadlines or reminders regarding an application

5. BPAMS Issues and Status

5.1 System Bugs

Throughout the testing and implementation process, the Esri teams and the municipal ICT were bound to encounter specific bugs that obstructed the implementation and testing process. Some of the bugs were resolved in the early stages, to avoid disrupting the workflow in the later stages, and fixing them becomes far more challenging and time-consuming.

Bug/Production issues	DevOps	Status
Location tab map does not always zoom to property location	7896	Resolved
"Invoice Date" on the generated invoice is incorrect. It is showing the same date as the "Payment Due Date".	8303	Resolved
On the invoice, only the "name" of the person responsible for payment is showing and not the surname as well.	8304	Resolved
"Send Invoice" step can't select applicants from the drop-down list. It just shows a blank drop-down list.	8292	Resolved
No email communication is received when comments are submitted using Survey123.	8320	Resolved
Quantity value when adding an invoice item does not allow for decimal values. However, this is a capability in AFLA V1.	8324	Resolved
"Not all attachments are coming through, specifically: - Form 1 - Form 2 (Sometimes) - Additional docs added at a later stage. All applications submitted from the 1st of July seem to have this issue	8317	Resolved
Error on newly added attachments for GenSendComms and GenReceiveComms steps. When uploading a new attachment, attachment details are wrong and error pops up when clicking download link.	8362	Resolved
Something went wrong adding email component for GenSendComms steps	8369	Resolved
Stellenbosch Staging: 'Created by' and 'Date & Time' not shown under survey123 tab	8815	Resolved
Municipality VAT number and branch code is not reflecting on the invoice.	8649	Resolved
Precision on VAT calculations for invoices	8179	Resolved

5.2 BPAMS Configurations

System configuration implements the user interface design and enables all the designed functionality. Some systems are easy to configure but may not be flexible enough to accommodate all design ideas. Some systems are very flexible but may not be easy to configure.

Configuration	DevOps	Status
When the "View Submitted" survey button is pressed for the "Internal Comments" survey a new tab pops up with the survey in survey 123 format. However, it says you do not have permission to view.		Resolved
Some single-line comment sections should be made into multiline for the "Internal Comments" survey. - Reason for Refusal - Conditions to be imposed This configuration may need to be done for the other surveys as well.		In-progress
Complete survey redesign		In-progress

5.3 BPAMS Enhancements

These are functionality requests that are not currently part of AFLA V2 and I will be included in AFLA (BPAMS) V2.1

Enhancements	DevOps	Status
Auto-populate certain details of the survey123 that have already been provided in previous steps on the internal AFLA system. (Application Type, User Details)		In-progress
Make the survey123 tab in the internal ALFA V2 system more user friendly: - Include the department name in survey block on the left - Include the ID or Erf no. in survey block on the left - Change survey block colour depending of on approval or refusal.	8028	In-progress
Want to select multiple people to send survey123 links to. (Batch email)	8082	Resolved
When Surveys are submitted the email notification needs to be only be sent to the admin staff that sent the initial survey link out. Currently all admin staff are receiving all survey submission emails.		In-progress
Add the ability to add documents to AFLA Portal from the municipal side. Will remove the need for staff to email documents to applicants.	8176	In-progress
Add address on the invoice - responsible party address and municipality	8178	In-progress
Add the ability to search for erf and farm no in afla portal	8210	In-progress
Extend timeout period for steps before a refresh is required		In-progress
Email notification to responsible person when new responsible person is assigned to an application		In-progress

6. TPAMS Issues and Status

6.1 System Bugs

Throughout the testing and implementation process, the Esri teams and the municipal ICT were bound to encounter specific bugs that obstructed the implementation and testing process. Some of the bugs were resolved in the early stages, to avoid disrupting the workflow in the later stages, and fixing them becomes far more challenging and time-consuming.

Bug/Production Issues	DevOps	Status
Some staff AFLA UI is zoomed too far in cutting off some of the buttons that are supposed to be visible on the screen. This is even when the browser zoom is set to the default 100%. In order for them to see the buttons they then have to zoom out to 50%.		Resolved
Stellenbosch Production - Users have been experiencing problems when logging in	8459	Resolved

6.2 TPAMS Configurations

System configuration implements the user interface design and enables all the designed functionality. Some systems are easy to configure but may not be flexible enough to accommodate all design ideas. Some systems are very flexible but may not be easy to configure.

Configuration	DevOps	Status
At the "Upload Decision" step specify in description of this step what needs to be uploaded. If coming from MPT route "Upload Minutes", if coming from Authorized employee route "Upload signed report"		Resolved
Add the following decision options "Approved in whole, "Approved in part", and "Refused" option to the "Capture Decision" step in the Decision phase		Resolved

Control checklist Separate "External Departments: Department of Environmental Affairs & Development Planning (DEADP)" to 2 sperate check boxes		Resolved
Add an additional checkbox for the Control checklist "Internal circulation: Traffick engineer" must come after "Internal circulation: Engineering Services"		Resolved
Control checklist Separate "Spatial Planning, Heritage & Environment" to 3 sperate check boxes		Resolved
"Survey123 edit: For surveys that require comments add a checkbox/section in the survey form indicating if additional documents have been uploaded to the application through the internal system. This is to indicate if any other documents need to be referenced when reading the comments.		Resolved
Additional uses and technical approvals do not appear on the line item on TPAMS it only shows Temporary departure into the zoning scheme.		Resolved
Nicole Petersen and Nolusindiso Momoti added to drop down for invoicing step.		Resolved

6.3 TPAMS Workflow

Workflow	DevOps	Status
Addition of assign administrator step. It is at this stage that the Snr Admin / Bulelwa assigns the application to an Admin person. There was uncertainty if this step is included. It is preferred that all further correspondence is administered by the Admin official and not Bulelwa or the generic landuse email address. (Workflow change)		In-progress
Add new step after "Admin & Planner check if POE complete" (Placeholder) step. A POE Checklist sent by the Applicant must be manually signed by the Admin & Planner and uploaded again. (Workflow change) Needs to clarify what the requirement for this step is.		In-progress
"Stop: Assessment Period MPT" Step must be after "Must Report be assigned to MPT"		In-progress
Change "Capture the Registration Date" step to "Capture the appeal notification date"		In-progress
"Notify Admin to Draft and Sign Decision Letter" and "Notify Applicant and Objectors of Decision letter / Upload letter on Municipal Website" steps need to be removed from the "Assessment phase" and added to the "Decision" phase in place of the "Send decision to stakeholders" step		In-progress
Remove 'Upload Application Documents (Submits)' step from workflow		In-progress
Remove 'Notify Land Use Manager of the Application' step from workflow		In-progress
Remove "Notify Land Use Manager to Assign Town Planner" step. This follows the request for outstanding documents from applicant		In-progress

6.4 TPAMS Enhancements

These are functionality requests that are not currently part of AFLA V2 and will be included in AFLA (TPAMS) V2.1

Enhancements	DevOps	Status
Create functionality that creates a Control Checklist Report document that is populated with the information from the current "Control Checklist", and "Executive Summary" steps as well as the Applicant details. This functionality needs to be incorporated into a specific step where this document can be generated and be sent to a recipient with additional attachments (e.g. a Map). See provided "Control Checklist" document to be used as a reference. I will send through the example of current Checklist document that is currently used by the Town planning department		In-progress
When surveys are submitted the email notification needs to only be sent to the admin staff that sent the initial survey link email out. Currently, all admin staff are receiving all survey submission emails.		In-progress

Want functionality for the submitted surveys to be exported to pdf/word document format. This is so that the survey information can be easily attached to emails to the applicant for viewing.		In-progress
Wants a POE Checklist to be created similar to the Control Checklist document.		In-progress
Want email notification when additional documents are uploaded by the applicant on the AFLA portal	5217	In-progress
Request to add the Farm number in the case of a farm. Currently only Erf Number is displayed at the top banner of an application.	8210	In-progress
AFLA Portal: "Building Floor Area (m2)" on step 4 of application process should not be a required field. Can also just be removed.		In-progress
AFLA Portal: Step 4: Erf Size. Give option to provide m ² or hectors		In-progress
AFLA Portal: Step 5: "Conveyance certificate", and "Power of attorney" documents should not be required document to be uploaded. However, still wanted them listed as options in the "Document Type" drop-down. Want a full list of all potential document types. Keep "additional" options.		Resolved
AFLA Portal: Applicant address and contact detail added to applicant's profile details. This is so that when submitting a new application these details are auto-populated.		In-progress

RECOMMENDATIONS FROM THE PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING: 2022-10-04: ITEM 7.1.2

- (a) that Council takes note of the progress made with the implementation of Version 2 of TPAMS and BPAMS on 01 July 2022; and
- (b) that Council takes note of the improvements to TPAMS and BPAMS as noted in 8.4 of this report that is included in the funding for the 2022 / 2023 financial year.

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	26 September 2022

7.2	DELEGATED MATTERS
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NONE

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 14:50.

CHAIRPERSON:

DATE:

Confirmed on