



Hamilton

Mailing Address:
71 Main Street West, 5th Floor
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Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905-546-2424 Fax: 905-546-4202

June 06, 2017

File: FC-17-052

Urban Solutions Planning and
Land Development Consultants Inc.
c/o Katie Rauscher, Planner
105 Main Street East, Suite 501
Hamilton, ON, L8N 1G6

Dear Ms. Rauscher:

RE: Formal Consultation Meeting – Application by Urban Solutions Planning and Land Development Consultants Inc. on Behalf of Spallacci Contracting Ltd. for Lands Located at 299-307 John Street South and 97 St. Joseph’s Drive, Hamilton (Ward 2)

Please find the attached Formal Consultation Document from the Development Review Team Meeting held on **May 10, 2017**, which identifies the required items that must accompany a future **Urban Hamilton Official Plan Amendment** application, **Zoning By-law Amendment** application, **Standard Plan of Condominium** and **Site Plan Control** application in order to deem the applications complete, in accordance with the *Planning Act*.

As part of the Formal Consultation Process, signatures by the Owner(s) and Agent/Applicant are required. Please return a signed copy of the Formal Consultation Document to the Development Planner. Should you wish to proceed with the submission of an **Official Plan Amendment** application, **Zoning By-law Amendment** application, **Standard Plan of Condominium** and **Site Plan Control** application for this proposal, please enclose a copy of the signed Formal Consultation Document with your applications.

If you have any questions or require assistance at any time throughout the development process, please feel free to contact Kimberley Harrison-McMillan at 905.546.2424 ext. 2222 or by e-mail at Kimberley.Harrison-McMillan@hamilton.ca, or myself at ext. 1258.

**Re: Formal Consultation Meeting, Proposal for Lands
Located at 299-307 John Street South and 97 St.
Joseph's Drive, Hamilton**

**June 6, 2017
Page 2 of 2**

Yours truly,



Anita Fabac, MCIP, RPP
Manager of Development Planning, Heritage and Design
Planning Division

KHM:ct
Attachment

cc: Spallacci Contracting Ltd.
c/o Frank Spallacci
1 James Street South, 8th Floor
Hamilton, ON, L8P 4R5



Hamilton

Planning and Economic Development Department
Development Planning, Heritage and Design
71 Main Street West, 5th Floor, Hamilton ON L8P 4Y5
Phone: 905.546.2424 - Fax: 905.546.4202

Formal Consultation Document

Meeting Date: May 10, 2017 File No: FC-17-052

Owner: Spallacci Contracting Ltd. (c/o Frank Spallacci)

Applicant: Urban Solutions Planning and Land Development Consultants Inc.

Agent: Sergio Manchia, Katie Rauscher

PROPERTY INFORMATION

Address and/or Legal Description: 299-307 John Street South, and 97 St. Joseph's Drive

Lot Frontage (metres): 118.13 m Lot depth (metres): 71.4m Lot Area(m²): 0.85

Regional Official Plan Designation: n/a

Rural Hamilton Official Plan Designation: n/a

Urban Hamilton Official Plan Designation: "Neighbourhoods" (High Density Residential)

Local Official Plan Designation: n/a

Other Plan Designation: n/a

Zoning: "E/S-1512" (Multiple Dwellings, Lodges, etc.) District and "E" (Multiple Dwellings, Lodges, etc.) District, Zoning By-law No. 6593

Description of current uses, buildings, structures and natural features on the subject lands: Site is occupied by a five (5) storey multiple dwelling

Brief description of proposal: The proposal is to develop a complex of three (3) multiple dwellings consisting of 23, 27 and 31 storey residential towers with a common podium to create 968 units and underground parking for 1,024 vehicles on three levels. The proposal also includes at-grade commercial (510 square metres) and 15 three storey townhouses along John Street South.

APPLICATIONS REQUIRED

| | | |
|--|---|--|
| Rural Hamilton Official Plan Amendment | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Urban Hamilton Official Plan Amendment | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Local Official Plan Amendment | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

| | | |
|--|---|--|
| Zoning By-law Amendment (Complex) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Subdivision | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Condominium (Standard) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Site Plan (Major) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Consent | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Variance(s) | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Other (NEC Review and Commission Meeting to be determined) | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Note: The City of Hamilton is in the process of creating a new comprehensive Zoning By-law for the entire City. The new Zoning By-law is being prepared in phases by Land Use topic. New Commercial and Residential zoning may be implemented which could be different than the current zoning. Accordingly, additional applications may be required. If a Building Permit has not been issued by the City prior to the new zoning coming into effect, the approved site plan may be affected, related to zoning compliance, which may require further planning approvals (i.e. Minor Variance, Zoning Amendment, etc.).

FEES REQUIRED

| | |
|-------------------------------------|--|
| City of Hamilton: | Urban Hamilton Official Plan Amendment (\$17,955) + Zoning By-law Amendment (\$22,260) + Draft Plan of Condominium (without public process) (\$89,405) = \$129,620 - \$1,085 = (Formal Consultation fee) = \$128,535 x 0.75 (combined application fee) = \$96,401.25 |
| Conservation Authority Review Fees: | n/a |
| Other: | Site Plan Approval (\$9,275) Tree Protection Plan (\$570) |
| TOTAL: | Combined UHOP Amendment, Zoning By-law Amendment and Draft Plan of Condominium (\$96,401.25); plus, Site Plan Approval (\$9,275), and Tree Protection Plan (\$570) = \$106,246.25 |

Notes:

- Formal Consultation fee may be credited towards a future application.
- Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.
- Further fees may be required at a later date as per the fee schedule.
- Separate cheques are payable to the City of Hamilton and the applicable Conservation Authority.

- A Cost Acknowledgement Agreement for potential costs at the Ontario Municipal Board may also be required.

DESIGN REVIEW PANEL

The Design Review Panel shall provide urban design advice to Planning Division staff on Planning applications with respect to complex Zoning and Site Plan applications in the following Design Priority Areas:

- Downtown Hamilton Secondary Plan Area;
- Areas of Major Change and Corridors of Gradual Change within the West Harbor Secondary Plan Area;
- Primary Corridors as shown on Schedule E – “Urban Structure” of the Urban Hamilton Official Plan;
- Any other large scale projects that may impact the physical environment functionally and/or aesthetically.

The Director of Planning or his or her designate may waive projects from the review of the Design Review Panel, if the project is not deemed to have the potential to significantly impact the physical environment functionally and/or aesthetically.

Design Review Panel review required? Yes No

REQUIRED INFORMATION AND MATERIALS

All identified reports, studies, and/or plans must be submitted before an application is deemed complete. Unless otherwise noted, 5 copies of each item and an electronic digital file in PDF locked file format must be submitted.

| Reports, Studies, Plans | Required | Staff Responsible for providing guidelines or terms of reference |
|-------------------------------|-------------------------------------|---|
| Background Information | | |
| Survey Plan | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Concept Plan | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Planning | | |

| | | |
|--|-------------------------------------|---|
| Affordable Housing Report/Rental Conversion Assessment | <input type="checkbox"/> | |
| Draft OPA, and By-laws | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Land Use/Market Needs Assessment | <input type="checkbox"/> | |
| Planning Justification Report | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Site Plan and Building Elevations | <input checked="" type="checkbox"/> | <u>At Site Plan Approval Stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Urban Design Report | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> Provide a Scoped Urban Design Brief. See Terms of Reference and Comments in FC Document. (M. Kerrigan, Urban Designer, ext. 1291 and K. Harrison- McMillan, Senior Project Manager - Urban Team, ext. 2222) |
| Cultural | | |
| Archaeological Assessment | <input type="checkbox"/> | |
| Cultural Heritage Impact Assessment | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> A Scoped CHIA should be included in the Urban Design Brief (C. Tyers, Cultural Heritage Planner, ext. 1202 |
| Environmental | | |
| Aggregate Resource Assessment | <input type="checkbox"/> | |
| Aggregate/Mineral Resource Analysis | <input type="checkbox"/> | |
| Air Quality Study | <input type="checkbox"/> | |
| Channel Design and Geofluvial Assessment | <input type="checkbox"/> | |
| Chloride Impact Study | <input type="checkbox"/> | |
| Cut and Fill Analysis | <input type="checkbox"/> | |

| | | |
|---|-------------------------------------|---|
| Demarcation of top of bank, limit of wetland, limit of natural hazard, limit of Environmentally Significant Area (ESA), or limit of Conservation Authority regulated area | <input type="checkbox"/> | |
| Environmental Impact Statement (EIS) | <input type="checkbox"/> | |
| Erosion Hazard Assessment | <input type="checkbox"/> | |
| Fish Habitat Assessment | <input type="checkbox"/> | |
| Floodline Delineation Study/Hydraulic Analysis | <input type="checkbox"/> | |
| General Vegetation Inventory (GVI) | <input type="checkbox"/> | |
| Impact Assessment for new Private Waste Disposal Sites | <input type="checkbox"/> | |
| Karst Assessment/Karst Contingency Plan | <input type="checkbox"/> | |
| Landscape Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval Stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Linkage Assessment | <input type="checkbox"/> | |
| Meander Belt Assessment | <input type="checkbox"/> | |
| Nutrient Management Study | <input type="checkbox"/> | |
| Odour, Dust and Light Assessment | <input type="checkbox"/> | |
| Restoration Plan | <input type="checkbox"/> | |
| Shoreline Assessment Study/Coastal Engineers Study | <input type="checkbox"/> | |
| Slope Stability Study and Report | <input type="checkbox"/> | |
| Species Habitat Assessment | <input type="checkbox"/> | |
| Tree Management Plan/Study | <input type="checkbox"/> | |
| Tree Protection Plan (TPP) | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> C. Plosz, Natural Heritage Planner, ext. 1231 and S. Brush, Urban Forestry, ext. 7375 |
| Environmental/Servicing and Infrastructure | | |
| Contaminant Management Plan | <input type="checkbox"/> | |
| Record of Site Condition (RSC) | <input type="checkbox"/> | |
| Erosion and Sediment Control Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co- ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Hydrogeological Study | <input type="checkbox"/> | |
| Grading Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> |

| | | |
|---|-------------------------------------|---|
| | | S. Sial, Development Co-ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Master Drainage Plan | <input type="checkbox"/> | |
| Stormwater Management Report/Plan and/or update to an existing Stormwater Management Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co-ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Soils/Geotechnical Study | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co-ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Sub-watershed Plan and/or update to an existing Sub-watershed Plan | <input type="checkbox"/> | |
| Financial | | |
| Financial Impact Analysis | <input type="checkbox"/> | |
| Market Impact Study | <input type="checkbox"/> | |
| Servicing and Infrastructure | | |
| Recreation Feasibility Study | <input type="checkbox"/> | |
| Recreation Needs Assessment | <input type="checkbox"/> | |
| School Accommodation Issues Assessment | <input type="checkbox"/> | |
| School and City Recreation Facility and Outdoor Recreation/Parks Issues Assessment | <input type="checkbox"/> | |
| Functional Servicing Report | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> S. Sial, Development Co-ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Servicing Options Report | <input type="checkbox"/> | |
| Water and Wastewater Servicing Study | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co-ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Land Use Compatibility | | |
| Agricultural Impact Assessment | <input type="checkbox"/> | |

| | | |
|---|-------------------------------------|---|
| Dust Impact Analysis | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> Dust Mitigation Plan R. Finkenbrink, Public Health, ext. 5820 |
| Land Use Compatibility Study | <input type="checkbox"/> | |
| Landfill Impact Study | <input type="checkbox"/> | |
| Minimum Distance Separation Calculation | <input type="checkbox"/> | |
| Noise Impact Study | <input checked="" type="checkbox"/> | <u>At OPA /Rezoning stage:</u> Victoria Cox, Urban Designer - Urban Team, ext. 2222 |
| Odour Impact Assessment | <input type="checkbox"/> | |
| Sun/Shadow Study | <input checked="" type="checkbox"/> | <u>At OPA /Rezoning stage:</u> (M. Kerrigan, Urban Designer, ext. 1291 |
| Vibration Study | <input type="checkbox"/> | |
| Wind Study | <input checked="" type="checkbox"/> | <u>At OPA /Rezoning stage:</u> (M. Kerrigan, Urban Designer, ext. 1291 |
| Transportation | | |
| Cycling Route Analysis | <input type="checkbox"/> | |
| Transportation Impact Study | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> S. Lucas, Project Manager, Geomatics and Corridor Management, ext. 4575 |
| Parking Analysis/Study | <input type="checkbox"/> | |
| Pedestrian Route and Sidewalk Analysis | <input type="checkbox"/> | |
| Roadway/Development Safety Audit | <input type="checkbox"/> | |
| Modern Roundabout and Neighbourhood Roundabout Analysis | <input type="checkbox"/> | |
| Neighbourhood Traffic Calming Options Report | <input type="checkbox"/> | |
| Transit Assessment | <input type="checkbox"/> | |
| Transportation Demand Management Options Report | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> T. Wolsey, TDM Coordinator, ext. 2553 |
| Cost Recoveries | | |
| Cost Acknowledgement Agreement | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| DRP Submission Requirements | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> |

| | | |
|--|-------------------------------------|---|
| | | K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Public Consultation Strategy | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Other: Niagara Escarpment Commission Visual impact Assessment | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> Jim Avram, Planner and Linda LaFlamme, Landscape Architect (905) 877 7452 |
| Pest Control Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> C. DeBenedet, Public Health Inspector, ext. 7596 |
| Storm Sewer Agreement and/or Joint Use Agreement | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co- ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Storm Drainage Area Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> S. Sial, Development Co- ordinator, Development Engineering – Site Plan Team, ext. 1354 |
| Right-of –Way Assessment | <input checked="" type="checkbox"/> | <u>At OPA / Rezoning stage:</u> K. Harrison-McMillan, Senior Project Manager - Urban Team, ext. 2222 |
| Construction Management Plan | <input checked="" type="checkbox"/> | <u>Condition of Site Plan Approval stage:</u> R. Shebib, Project Manager, Geomatics and Corridor Management, ext. 4575 |

ADDITIONAL INFORMATION

Additional Agencies to be contacted: Niagara Escarpment Commission (re. Visual Impact Assessment)

Comments: Hamilton Water (dewatering and underground parking at rezoning stage)

The proposal to develop a complex of three residential towers on a common podium on the subject lands would require a UHOP Amendment and a Zoning By-law Amendment because the proposed density of 1,132 units per hectare is significantly higher than the density of 500 units per hectare prescribed for the Central Area.

The proposal is significant in terms of its scale and density. Particular attention should be provided with respect to the following matters:

1. Urban Design and Public Realm - The proposal will require an Urban Design Brief, Wind Assessment and Sun Shadow Study. The proposed building order would create height impacts along the slope of John Street South as the taller buildings are along the top of the slope and closest to the Escarpment. Consideration should be given to changing the order of the building height such that the taller buildings are located further from the Escarpment. Concerns with height, overshadowing and building bulk may require adjustments to the building design to reduce the floorplate, provide step-backs and / or transitions. In addition, the Scoped Urban Design Brief must address the proposed development within the context of the designated heritage property located at 65 Charlton Avenue East.

As well, consideration to streetscape improvements in conjunction with the Streetscape Master Plan which includes buffers between the site and road, enhanced lighting, safe pedestrian environment including pedestrian amenities, street trees and Urban Braille. Sidewalks to a width of 3.5 metres may be required along John Street South because of high pedestrian activity. Bicycle lanes are required along Charlton Avenue East.

2. Density and Intensification – The proposed density would be 1,132 units per hectare which is 226% greater than the maximum density of 500 square metres that is permitted in Central Hamilton for High Density residential uses under Policy E.3.3.6 of the UHOP. The location is also outside of the Downtown Hamilton Secondary Plan area, which is the location of the City's highest densities. The creation of residential density and intensification of the magnitude proposed in an area outside of the Downtown may not be supportable. Criteria for residential intensification to be examined is provided in Policies B.2.4.1.4 and B.2.4.2.2 of the UHOP. The Planning Justification Report would need to examine how the proposal complies with the residential intensification criteria and provide reasons why the proposed level of density and intensification would be appropriate.

3. Visual Impacts - The proposal will require a Visual Impact Assessment (VIA) to determine if the proposed buildings would be suitable for development along the base of the Escarpment or if they would contribute to diminished views and changes to the character of the surrounding neighbourhood. Impacts to the Escarpment views such as “skylining” in which the building height would exceed the height of the Escarpment would be of particular concern to the City and the NEC. Prior to the submission of the rezoning, it is recommended that the applicant’s consultant for the VIA liaise with the City’s Urban Designer and the NEC to determine the range of views that should be examined for this proposal.
4. Loss of Rental Units – the loss of rental units and in particular, affordable rental units would need to be addressed in the Planning Justification Report with reference to Policy B.3.2.5 of the UHOP. The proponent should contact Kirsten Maxwell in the Housing Division concerning the existing agreement under the Canada Ontario Affordable Housing Program.
5. Servicing – A Functional Servicing Report is required to address major changes to the water, stormwater and sanitary systems. The proposal would substantially increase perviousness related to storm water and increase surface drainage. A SWM Design Brief based on quality and quantity control and storm drainage area plan would also be required as part of the submission to assess the proposal. The existing drainage conditions and a suitable drainage outlet would need to be identified as well as the seasonally high water table to confirm that the proposed underground parking will not interact with the groundwater table.
As the proposal requires underground parking, consultation with the Superintendent of Environmental Monitoring and Enforcement Group within Hamilton Water should be as early as possible to verify the wastewater system would be acceptable for the quantity and quality of the discharge. Please refer to Development Engineering comments for specific details including additional requirements at the Site Plan Control stage.
6. Traffic - The proposal would require a Traffic Impact Study (TIS). The scope of the TIS should be confirmed with Corridor Management early in the process. The proposed driveway location may need to be reviewed to better align with the existing residential driveway located at 81 Charlton Ave East and this should also be a minimum distance of 55 metres from John Street South.
7. Road Widening – The proposed widenings are significant and include widenings of 8.19 m on John Street South, 3m on Charlton Avenue East and daylighting triangles of 12.1 m x 12.1 m on John Street South and Charlton Avenue East and John Street South and St. Joseph’s Drive. Corridor Management has advised that these widenings should be maintained for infrastructure purposes such as additional lanes, cycling, sidewalks, boulevards, etc. as well as for underground

utilities such as water, sewer, gas, hydro, and telecom. If the proposal cannot be further modified to meet the widening requirements, a Right-of-Way Assessment can be submitted for consideration.


8. Tree Protection – The proposal would significantly remove existing vegetation and would require a Tree Protection Plan at the rezoning stage. Compensation would be typically required based on 1:1 for trees that are to be removed.

PLEASE BE ADVISED OF THE FOLLOWING:

1. *The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Formal Consultation does not imply or suggest any decision whatsoever on behalf of City staff or the City of Hamilton to either support or refuse the application.*
2. *This document expires 1 year from the date of signing or at the discretion of the Director of Planning.*
3. *In the event this Formal Consultation Document expires prior to the application being accepted by the City, another document may be required.*
4. *If an application is submitted without the information and materials identified in this Formal Consultation Document the City may deem such an application incomplete and refuse to accept the application.*
5. *In accordance with the Planning Act, it is the policy of the City of Hamilton to provide public access to all Planning Act applications and supporting documentation submitted to the City. Therefore, the information contained in an application and any documentation, including reports, studies and drawings, provided in support of an application, by the owner, or the owner's agents, consultants and solicitors, constitutes public information and will become part of the public record. With the filing of an application, the applicant consents to the City of Hamilton making the application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.*
6. *It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.*
7. *The above requirements for deeming an application complete are separate and independent of any review under the Ontario Building Code (OBC) as part of the Building Permit review process. In the event that a building permit application does not comply with the OBC, a letter outlining the deficiencies or areas of non-compliance will be issued to the owner and/or agent. Formal consultation and building permit review are separate and independent processes.*

SIGNATURES

Kim Harrisim - McMillan
Planning Staff


Planning Staff Signature

June 6, 2017
Date

Anita Fabac
Planning Staff


Planning Staff Signature

June 6/17
Date

Engineering Staff

Engineering Staff Signature

Date

Owner

Owner Signature

Date

Applicant (I have the authority
to bind the Owner)

Applicant Signature

Date

Agent (I have the authority
to bind the Owner)

Agent Signature

Date

Other Staff or Agency

Signature

Date

Other Staff or Agency

Signature

Date

Other Staff or Agency

Signature

Date

requirements. Plans and Architectural Elevations illustrating the proposal must be provided).

2.1.1 Site Design

- Description of site design and specific site design components such as: building location(s), building entrance(s), vehicular and pedestrian circulation, waste management collection, loading, storage and utility areas, proposed grading, stormwater management items, noise attenuation, lighting, signage, etc.

2.1.2 Building Design

- Description of proposed built form (design, proportions, heights, roofline, massing, façade treatments, materials, etc.)

2.1.3 Landscape design

- Description of functional landscape requirements

2.1.4 Constraints

- Provide a brief discussion regarding the design constraints (i.e. lot size, grading, natural heritage impacts, etc.)

2.2 Analysis of proposal and recommendations (Provides a professional analysis of the proposal):

2.2.1 Describe how the proposal is guided and informed by the applicable design requirements. Refer to summaries and findings in Section 1.3.2 (above)

2.2.2 Analyze how the proposal fits into the existing context. Include a description of the proposed building setbacks, heights, and key interfaces

2.2.3 Analyze how the proposed building is designed to be sensitive to the existing and planned neighborhood

2.2.4 Analyze how the proposed landscape design enhances the aesthetics and function of both the site and neighborhood

2.2.5 Describe any other considerations, such as (but not limited to): public realm upgrades, accessibility, safety, heritage resources, natural heritage, etc.

2.2.6 Provide professional recommendations that will ensure the general intent of the applicable urban design policies and guidelines are achieved.

- If applicable, provide draft zone provisions, conditions of approval, etc.

3.0 CONTRIBUTIONS

Design Briefs should typically demonstrate how development proposals are scaled and designed with respect to adjacent built forms and spaces within the neighborhood context. The Brief should also illustrate the derivation of building setbacks and heights, the choice of exterior materials for new construction and the appropriateness of proposed hard and soft landscape elements.

