
HALDIMAND COUNTY

Report PED-PD-02-2017 Zoning Amendment for County Administration Project

For Consideration by Council in Committee on February 7, 2017



OBJECTIVE:

To amend the zoning of County-owned lands in Cayuga to create unique provisions relating to parking, height and setback to facilitate the development of the new County administration building.

RECOMMENDATIONS:

1. THAT Report PED-PD-02-2017 Zoning Amendment for County Administration Project be received;
2. AND THAT application PLZ-HA-2016-167 to amend the Town of Haldimand Zoning By-law 1-H 86 and establish special provisions relating to development of the new County administration building BE APPROVED for reasons outlined in Report PED-PD-02-2017;
3. AND THAT the proposal is deemed to BE CONSISTENT with the Provincial Policy Statement (2014), and the Growth Plan for the Greater Golden Horseshoe;
4. AND THAT the By-law attached to Report PED-PD-02-2017 be presented for enactment;
5. AND THAT the holding provision removal by-law attached to Report PED-PD-02-2017 be presented for enactment and the General Manager of Planning and Economic Development be granted authority to remove the holding provision when all conditions relating to the matter are satisfactorily addressed.

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Respectfully submitted: Craig Manley, MCIP, RPP, General Manager of Planning and Economic Development

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

The subject zoning amendment intends to establish a series of unique zone provisions on the subject lands to facilitate development of the new County administration building. Establishing a government office at the subject site is consistent with all levels of policy and is permitted as-of-right in the existing zoning of the property. The proposed site specific provisions relating to height, exterior side yard setback and shared use parking will result in a development that is appropriate in the area, enhances the streetscape, and uses land and infrastructure efficiently. Staff are of the opinion the subject proposal represents good planning and is in the public interest.

BACKGROUND:

In August 2016, Council approved the Cayuga arena site as the location for the new County administration building (staff report PED-GM-07-2016 and PED-GM-M03-2016) (see **Attachment 1**). The new administration building is proposed to be located at the north end of the site, along Chippewa Street. The building is expected to have a building footprint of approximately 1,394 square metres (15,000 square feet) and is to have 3 full floors of office space. Main public access to the building would be on the south (arena-facing) side of the building, while the main access to the site would be from Thorburn Street, via the existing arena entrance. Parking is to be shared amongst the uses on the site. A preliminary concept plan is included as **Attachment 2**.

As part of the site selection approval process, a preliminary building design was completed to assist in assessing functionality, appearance and fit. Engineering, traffic and planning analyses were also completed in concert with this design exercise to determine any issues and/or additional approval requirements. From that process, it was determined that a series of unique zoning provisions would be required to accommodate the building location, style and size as supported by Council. The purpose of the subject report is to introduce those unique zoning provisions which focus on:

- Increase to permitted height;
- Decrease to exterior side yard setback; and
- Establishment of shared parking and minimum stall provision.

ANALYSIS:

(i) Provincial Policy

Provincial Policy Statement 2014 (PPS):

The Provincial Policy Statement 2014 provides a high level policy framework that guides development within the Province of Ontario through the promotion of strong communities and efficient development and land use patterns. It also provides policy support that encourages intensification and redevelopment and efficient use of land and existing resources. Identified settlement areas, such as Cayuga, are where the focus of growth, and vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on densities and a mix of land uses which are appropriate for, and efficiently use, the infrastructure and public service facilities that are planned or available, and avoid the need for unjustified and/or uneconomical expansions. The PPS also sets out that planning approval authorities shall ensure public service facilities (such as municipal administration offices) are strategically located to support effective service delivery and that they be co-located in community hubs to promote cost-effectiveness and facilitate service integration. Based on the above, the development of the new County administration building at the subject site is consistent with the Provincial Policy Statement.

Provincial Growth Plan:

The Provincial Growth Plan, similar to the Provincial Policy Statement (2014), contains policies relating to building compact, vibrant and complete communities; planning and managing growth to support a strong and competitive economy, optimizing the use of existing and new infrastructure to support growth in a compact efficient form, among other guiding principles. The Growth Plan states that municipalities will promote development and competitiveness by providing for an appropriate mix of residential and employment uses including industrial, commercial and institutional uses, to meet long term needs. The development of the underutilized subject lands for a new institutional use (i.e. government offices) within the urban area of Cayuga promotes efficient service delivery, economic development and competitiveness and serves to diversify the economic base, while also contributing to the guiding

principles of creating compact, vibrant and complete communities and optimizing the use of existing infrastructure. It is further of note that the subject lands also are located within the built boundary area of Cayuga. The built-up areas of the community are to be the focus of growth and development and are to accommodate development through infill and intensification. Based on the above, the proposal is considered to be in conformity with the intent of the Growth Plan.

(ii) Local Policy – Haldimand County Official Plan:

The subject lands are designated Residential which generally permits a variety of residential types, sizes and tenures, as well as community-oriented institutional uses and neighbourhood commercial uses. The proposed use of a County administration building is permitted under the Official Plan designation and supported by policy that is currently in effect. This policy basis provided the necessary support to incorporate 'government offices' as a permitted use on the site as part of the 2010 zone change relating to the arena development.

Based on the above, it is important to note that the current zoning amendment is not related to or focused on the principle of land use per se, but rather the positioning of the use on the site (height, setback) and how it functions in relation to the arena use on the site (shared parking). In the process of reviewing the necessary zoning amendments staff has assessed the proposal in relation to land use compatibility criteria that relate to introduction of the use on this site. The assessment that follows below demonstrates that a new 3 storey administrative office can be introduced in this location in a manner that is compatible with existing uses in the area. Mitigation measures can include separation by increased setbacks; screening and buffering with landscaping and/or fencing; and, the proper location of lighting, parking, loading/unloading areas and outdoor storage. It can also include traffic control procedures in terms of design and staff management and deliveries. An office / institutional use is generally not viewed as an obtrusive or obnoxious land use and represents a facility that is generally encouraged to be integrated within a community. Notwithstanding, the majority of the mitigation matters are being addressed by way of the site and building design and include some of the following implementation measures. The below assessment should be reviewed in connection with the preliminary concept plan included as **Attachment 2**.

1. The use should generally be located in proximity to an arterial or collector road:

Comment: The property frontage and primary access are on Thorburn Street which is an arterial road. Thorburn connects to Highway 3 and County Road 17 which are key components of the County arterial road network and these provide a variety of route options for users and clients to access the property.

2. Adequate on-site parking must be provided, including provision for drop-off and pick-up facilities, where required:

Comment: The existing parking area will be maintained with some minor modifications at the north end that will result in removal of some stalls (maximum 20 total) and re-orientation of some other stalls. A total of (minimum) 230 stalls will be provided which will be shared by the arena and office uses. As the usage times are off-set (arena typically evenings and weekends; office typically daytime and weekdays), there is an opportunity to create land use efficiencies by having the parking lot serve both operations. The parking provisions will be sufficient to serve each of the uses. This shared use arrangement is also representative of good planning principles and consistent with Provincial policy as it facilitates the co-location of municipal facilities, effective service delivery and cost-effectiveness / efficiencies by maximizing the use of existing municipal assets in lieu of creating more and new ones. More details relating to the parking calculations / justification is included in the zoning analysis section below. It should be noted that there is also a 'reserve' area at the south end of the site that could accommodate an additional (maximum) of 20 parking stalls in the future should there be a need/desire for such. It should be noted also that fleet parking areas will be demarcated

to the west and east sides of the arena and a staff parking procedure will be developed to ensure the spaces nearest the building are available for the public. The demarcation will be done through identification on the detailed plans (i.e. site plan process) and then set out clearly in the field (e.g. signage).

The new building will also have a drop-off/pick-up area on the north side of the building (access to and from Chippewa Street) for the Provincial Offences service function and deliveries for office supplies.

3. Screening and buffering shall be implemented in accordance with the sensitive land use provisions of the Official Plan:

Comment: There is existing low density residential development to the immediate north and west of the development area. With respect to the lands to the west, as part of the previous arena project, the adjacent residential lots were protected through the development of a 1.8 metres (6 feet) high board-on-board cedar privacy fence and a 9 metres (29.5 feet) wide vegetative buffer (complete with trees and other plantings). These buffers will remain in tact and will assist in providing an effective screening of on site activities (e.g. parking lot movements/traffic), as well as significant portions of the new building. The location of the initial construction will be a minimum of 20 metres from the closest residential property line to the west and this will provide an effective separation between the land uses.

With respect to the lot to the north, it is buffered from the development via the 20 metres wide Chippewa Street road allowance and a proposed building setback of approximately 3 metres. Further, the orientation of the dwelling is such that the main use areas, windows and amenity space are at the north, east and west sides of the dwelling with the garage facing south towards the subject lands. This layout and property function provides a built-in buffer element and minimizes any impacts. Lastly, the main uses / activity area of the new administration building would be on the south side of the building where the main public entrance is to be situated. Thus, the new building will provide a buffer of uses / activity that currently does not exist between the northerly dwelling and the existing parking lot.

For both residential properties, it is also proposed that through the detailed design phase of the building that rooftop components will be situated as far to the east as possible and will be screened in some fashion, likely through the incorporation of a vertical feature such as a rooftop parapet. This will assist in the creation of both visual and noise buffers to mitigate any negative impacts.

It should also be noted that a photometrics (lighting) plan is being prepared as part of the site plan design package. The plan specifies light standard layout, lighting type, etc., and development in accordance with said plan will ensure there is nil light spillage onto abutting properties. Site plan approvals are only granted if a lighting plan demonstrates nil light spillage to abutting properties.

Lastly, the preliminary concept identifies a potential future expansion on the west side of the building which would be two (2) stories in height. Such an addition is conceptual only. Should this come to fruition, it would comply with existing zoning provisions, including height and setback. The height of the addition would also align with the dwelling to the immediate west to create a consistent roof-line. To ensure the height would remain at a maximum of two stories (or 9 metres – zoning allows 3 stories / 11 metres) staff are recommending the subject amending by-law include a provision to introduce a reduced cap. Should such an addition advance in future, the existing 9 metres vegetative buffer and privacy fence on the westerly portion of the lands would remain in place and as such appropriate and effective screening would be accomplished. This buffer area represents the regulatory setback (i.e. the zoning requirement) for buildings, and as such, this separation cannot be reduced unless there is an application and public process (e.g. variance or zoning amendment). Staff view this 9 metres separation as mandatory and support to reduce it would be unlikely given the benefit and effectiveness of such in buffering land uses. It is staff's view that any potential

addition of the described nature would be appropriate from a separation and also character standpoint should existing zoning requirements be respected and adhered to.

4. Buildings are designed in a manner that reflects the character of the neighbourhood in which it is proposed, including consideration of the nature, scale and density of existing development in the vicinity:

Comment: The design of the building will include a high quality exterior that is anticipated to contain a substantial amount of glass along with attractive exterior finishes (e.g. stone accents). In combination with the location and building orientation this design component will enhance and support a quality of the built environment consistent with existing development in the area.

In terms of scale, the building is proposed at 3 stories, 15 metres (49 feet) in height at a maximum. Within the immediate area is a 3 storey seniors development to the north and the arena (which is 10 metres / 33 feet high) to the south. Buildings of 3 stories in height are permitted as of right in the area. While the proposed new building would be a maximum of 13 feet higher than the existing zoning limit, this additional height is being requested primarily to enhance the building design by having 9 foot floors and an architectural parapet which can help enhance the exterior design and screen roof top mechanical systems and attenuate noise from them. The parapet colour can also reduce the visual impact of the building height. The proposed building footprint at approximately 1,394 square metres (15,000 square feet) would be less than half of the arena and would be similar to the seniors development to the north (which is approximately 1,486 square metres / 16,000 square feet). In sum, the scale and density and the design features supported by the increased height would maintain the character, appeal, etc. established by the existing buildings along the Thorburn streetscape. The building setback along Chippewa Street will approximate other development to the west and will assist in creating a strong street edge with animation.

In terms of the Chippewa streetscape it is acknowledged that the appearance of this building will be unique and differ from the low density residential development to the west and northwest. However, there is only one residence currently located across the street that will face the 'long' side of the building and the orientation of the dwelling is such that the main use areas, windows and private amenity space are at the north, east and west sides of the dwelling with the garage facing south towards the subject lands. The main entrance to the new building will be situated adjacent the arena parking lot so impacts from activity will be limited on this dwelling and the other properties fronting on Chippewa. Properties on the south side of Chippewa west of the proposed building location will benefit from having the 'short' side of the building adjacent them with the setback and screening measures incorporated as noted previously. This addition of the new administrative building will represent a change however, it will be a positive and compatible introduction of a new use to the area.

The nature of the use will also bring with it an increase in traffic during the day to the arena property. The building is intended to support approximately 160 people plus visitors. An analysis of customer service interactions at the various current County facilities indicates that over 30% of people using County services only visit the administration centre less than twice per year and that they come from across the County – primarily to make payments. Over 20% of people who use County services have not visited a municipal office in the past year. The implication is that the distribution of visitors is dispersed, there are several route options available for visitors to take to the new administration centre so impacts from traffic in the immediate area will be limited. Furthermore, the volume of visitors will not be substantive and this will be further reduced as the County implements its customer service improvements, allowing in home technology and 'community hubs' at the County Library system to more easily access services. Similarly, an analysis of place of residence of staff who will use the administration building indicates that roughly as many staff will access the property from the north (30% of all staff), west (21% of all staff) and east (30% of all staff).

In addition to the foregoing, it is important to note that the design includes public and staff vehicular site access to / from Thorburn Street only. This will be through the current arena access. This is an intentional design measure which is aimed at directing traffic in a certain manner. In that regard, it is anticipated that restricting vehicular access to the east side of the site will limit the increase in traffic volumes along roads to the west of the site which are within predominantly low density residential neighbourhoods. In other words, most facility patrons would travel from the north and south along Thorburn Street in order to access the site, as opposed to taking local streets to access the site from another (i.e. north) entrance. As part of the building construction, staff will also be considering the temporary closure of Chippewa Street which will assist in encouraging / getting motorists in the habit of using Thorburn as the access to the site. The access on the north side of the building will be limited to service deliveries (small trucks or vans – likely 5-6 per day maximum) and the Provincial Offences service function which would see usage by OPP / Justice of the Peace several days per week. Lastly, once the building is occupied, all County staff will be advised (via memo, e-mail, etc.) that Chippewa Street is not to be used as an access road to the site nor as exit from the site (when coming or leaving work). This would take time and likely require on-going messaging or training, but would be a committed to priority to help minimize impacts of Chippewa Street being used a short-cut.

(iv) Town of Haldimand Zoning By-law 1-H 86

The subject lands are zoned 'Community Institutional (IC)' with a special provision (36.345B) which sets out a scoped set of permitted uses. Included in the set of uses is 'government offices'. As noted earlier in the report, the focus of the zoning application is not on the principle of use, but rather the positioning of the use on the site (height, setback) and how it functions in relation to the arena use on the site (shared parking). More specifically the zoning amendment proposes the following:

1. Create a site specific height provision for the County administration building of 15 metres (49 feet) (current IC zone provision is 11 metres / 36 feet);

Rationale: The current site zoning permits a height of 11 metres (36 feet) which translates to 3 stories. The height increase will not result in an increased density to the building in the form of a 4th storey which is typically the concern with an increase of this nature. Rather, the proposed building is intended to be 3 stories which fits with the intent of the zoning by-law. The additional height is required to ensure a typical, contemporary office design can be accommodated with sufficiently high ceilings and to allow for architectural features on the roof (e.g. parapet) that will allow for a high quality design and visual screening of rooftop components. The height will fit within the Thorburn streetscape where it will be similar to an existing seniors home to the north and the arena to the south. While the building will be higher than the low density development to the north and west, the large setbacks, natural screenings/buffers and existence of other similar height buildings in the area lend support to the proposed height of 15 metres (49 feet).

2. Create a site specific exterior side yard (north yard) setback of 3.5 metres (current IC zone provision is 7 metres);

Rationale: The proposed setback is intended to bring the building closer to the street such that it creates an animated and strong street edge. This is a positive design feature that helps to create a unique and desirable streetscape. The setback will approximate the front and exterior side yards of existing development along Chippewa Street to the west. Given the narrow nature of the building, the reduced setback would result in the new building aligning with both the front and rear established building lines of dwellings to the west.

3. Create a site specific 'shared parking' arrangement and establish a minimum parking provision of 230 stalls (current zone provision is 250 stalls).

Rationale: As noted elsewhere in this report, the two uses that would exist at the site (arena and government offices) have clear and distinguishable operating times that are off-set. The arena use is typically an evening and weekend operation while the office use is a daytime and weekday operation. As part of the zoning amendment for the arena in 2010, a unique zoning standard was established for the site at 250 stalls. With 6 years of operations and usage observation, it has been determined that there is an excess supply of stalls. This allows for some reduction in the overall supply at the site without any impact to the operation of the arena. Staff have identified a conservative reduction of 20 stalls as being appropriate for the purposes of this project. With that reduction, it will result in 230 stalls that would be available to service the (typical) evening and weekend arena function. Facilities and Parks Operations staff have indicated this will still provide a surplus of parking and not impact on operations.

In terms of the new office facility, the provision of 230 stalls is considered suitable and incorporates a built-in buffer for any potential event that could see an increase in demand. Based upon the size of the proposed building, a total of 138 parking stalls would be required to service both staff and the visiting public (this is based on the zoning requirement of 1 space for every 27 square metres of gross floor area). The 230 stalls provided would then also encompass the following:

- 15 stalls for fleet vehicles;
- 40 stalls (maximum) for daytime arena usage; and
- 34 stalls to accommodate any potential long term growth (e.g. building expansion, space renovation to accommodate additional staff, etc.).

The above would result in 227 stalls with the actual proposal being for 230 (i.e. set at 230 to minimize the reduction in the overall parking provisions).

It should be noted also that the south side of the site (south side of arena) has been identified as a potential future parking area which could accommodate up to 20 additional stalls. While the staff analysis concludes that this is not required for the co-usage of the site, it is a reserve that could be developed in future should there be a need / desire for such.

Lastly, the shared use approach represents an opportunity to use land in an efficient manner and to maximize previous infrastructure investment by using an existing surface lot. This is consistent with good planning principles and responsible development approach.

One additional provision will be added to the by-law to address a potential future addition on the west side of the building. In line with the analysis of land use compatibility above, staff are recommending that the height permission be limited to a maximum of 9 metres for any addition on the west side of the building that is closer than 20 metres to the property line.

A holding provision will be affixed to the zoning of the site and is to remain in place until a site plan is approved and servicing capacity is confirmed/allocated to the project. A draft zoning by-law is included as **Attachment 3** and a draft holding removal by-law is included as **Attachment 4**.

(v) Technical Analyses

As part of previous reports and assessments, a series of detailed technical studies/analyses have been completed to address the suitability of the site for development (in general) and for the subject proposal (in particular). Some of these studies/analyses will serve as base information for the formal site plan approval application which will follow at a later date to address detailed grading/drainage, stormwater management, lighting, etc.

In terms of the suitability of the site for development (in general), a series of studies were prepared in support of the arena project applications in 2010. In particular, a landfill assessment and an

archaeological assessment were submitted to demonstrate site suitability. Both of these have relevance for the subject proposal and the details are summarized below.

- *Landfill Assessment*

The subject lands are located entirely within a 500 metre (1,640 feet) influence area associated with a former landfill to the east (known as Princess Street Site). In such circumstances, the developer (in this case the County) is required to retain a qualified engineer with experience in landfill site investigations to evaluate the presence and impact of any adverse environmental and public health and safety effects of the non-operational landfill site. More specifically, a study must assess potential impacts of ground and surface water contamination and methane gas production/migration on the proposed development area, as well as recommendations for any required remedial measures. It should be noted that the requirement for such a study is set out in the Ministry of Environment's D-series Guidelines and the County Official Plan. AMEC Earth and Environmental completed the study for the subject lands in 2010, and concluded that the site is suitable for development and that no further environmental site assessment or mitigation work is warranted. The report findings are summarized as follows:

- Work was conducted in accordance with the Ontario Regulation 153/04 and Ministry of Environment Guideline D-4 (Land Use on or Near Landfills and Dumps).
- Soil samples collected in all boreholes (9 in total) did not have any detectable methane gas measurements.
- No petroleum/chemical odours, staining or liquid petroleum hydrocarbons were observed in the soil collected from any of the 9 boreholes.
- All soil samples were within the applicable standards for community use for metals and general inorganic parameters.
- All groundwater samples were within the applicable standards for community use for metals and volatile organic compounds.
- Based on laboratory test results and field observations, no further environmental site assessment work is warranted.

It should be noted that the assessment took into account the entirety of the site (i.e. not just the arena location) and as such, it remains applicable to the subject proposal.

- *Archaeological Assessment*

Due to the undeveloped nature of the site at the time of the arena project, and its proximity to both Pike Creek and the Grand River, an archaeological assessment was also required. The purpose of such an assessment was to determine archaeological potential and develop a plan for protection or removal of any significant resources that were found on site. It should be noted that the requirement for such a study is set out in the Ministry of Tourism, Culture & Sport's (MTCS) land development guidelines, as well as the County Official Plan. A study was completed by AMEC Earth and Environmental, dated December 2, 2009 and included both Stage 1 (review of historical documents/records, maps, etc.) and Stage 2 (field work/investigation) assessments for the entire subject site (i.e. including office development area). The study concluded that the site is not considered significant (from a resource potential standpoint) and that no further archaeological investigation is required (beyond the completed Stage 1 and 2 assessments). The final report was submitted to the MTCS for final review and site clearance on December 2, 2009 and was accepted by the Ministry on January 4, 2010. The Ministry's acceptance of the report signified it was satisfied with the conclusions and that the site was cleared for development to proceed.

The conclusions and conditions of these two studies remain applicable to the subject proposal. More particularly, the final analyses of both studies indicate that the site is suitable for development.

In terms of the assessment of the site for suitability of the subject proposal, a functional servicing report was completed as part of the detailed site assessment in June 2016. The study was completed by Stantec and focused on external infrastructure (water, sanitary and traffic) and stormwater management. The key conclusions of the analyses are as follows:

- **Water:** water service is available just west of the site on Chippewa Street or from the south side of the arena (within the former Princess Street road allowance). Either option would require extension to the development area but the service is in proximity to the site and extension / connection is feasible in both cases. In both cases, the site receives adequate pressure and fire flow and this would also be the case under existing and future conditions. The preferred approach will be decided as part of the site plan process.

An average day estimate of 5.0 m³ of water is required for the subject proposal. Capacity in the noted amount has been assigned to ('reserved for') this project through approvals granted via the annual servicing allocation report presented to Council in December 2016. The allocation is set for a full 2 year period with expiry set at December 31, 2016. Renewal (extension) of the capacity allocation can take place in future via approval from the General Manager of Planning & Economic Development and as warranted.

- **Sanitary:** sanitary service is available just west of the site on Chippewa Street or from the south side of the arena (within the former Princess Street road allowance). Either option would require extension to the development area but, the service is in proximity to the site, and extension / connection is feasible in both cases. The existing downstream wastewater collection system can accommodate the increase in capacity both under existing and future conditions. The preferred approach will be decided as part of the site plan process.

An average day estimate of 4.5 m³ of wastewater is required for the subject proposal. Capacity in the noted amount has been assigned to ('reserved for') this project through approvals granted via the annual servicing allocation report presented to Council in December 2016. The allocation is set for a full 2 year period with expiry set at December 31, 2016. Renewal (extension) of the capacity allocation can take place in future via approval from the General Manager of Planning & Economic Development and as warranted.

- **Traffic:** the traffic assessment component concluded that the main concern would be the added pressure at the Talbot/Thorburn intersection. This may lead to the need for intersection improvements including potential geometric reconfiguration to accommodate new/improved turning lanes or traffic signalization. Further, although no issues were identified with the existing site entrance from Thorburn, there may be a need for additional turning lanes over time in that location. A more detailed traffic impact analysis is to be completed as part of the site plan process to confirm the need for any intersection improvements at Talbot/Thorburn, as well as a refined analysis of the existing arena entrance (to determine if a turning lane is needed).
- **Stormwater:** the proposed development would benefit from the existing stormwater pond already in existence to the west side of the arena. The assessment completed by Stantec concluded that the existing pond contains sufficient permanent and active storage volumes to achieve the requisite Ministry of Environment & Climate Change water quality and peak-flow water quantity controls. No changes to the existing pond would be required as a result of the new development. Conveyance system and site grading/drainage features would be required as part of the development project to ensure the stormwater is directed to the pond. The design of such would be part of the site plan approval process.

FINANCIAL/LEGAL IMPLICATIONS:

Not applicable.

STAKEHOLDER IMPACTS:

Internal/External Review Comments:

Emergency Services – No objections / comments.

Building Controls and By-law Enforcement – No objections.

Facilities & Parks Operations – No objections / comments.

Canada Post – No objections. There are 2 post office boxes currently set up for this administrative building at the Cayuga Post Office. They will remain unchanged.

Planning and Development (Development and Design Technologist) – No objections.

Environmental Services (Water & Wastewater) – No objections. Municipal water and sanitary sewer are available to service this proposal.

Municipal Property Assessment Corporation (MPAC) – No objections.

The following were also circulated but did not submit comments: Hydro One, Mississaugas of New Credit Council, Six Nations Council, Union Gas, Roads Operations, Engineering Services (Traffic Technologist), and Finance.

Public Comments:

Staff met with the immediate neighbours to the west (owners of 9 and 11 Chippewa Street) at the subject site on December 8, 2016 to discuss concerns they had in relation to the subject proposal. The discussion / concerns focused on 4 main areas as summarized below. The staff responses to those concerns, and the commitments to address them going forward, are also summarized.

1. Traffic concern: Chippewa Street is a short-cut for many motorists who want to avoid the traffic lights and the busy Talbot/Thorburn intersection. This results in higher than normal volumes of traffic and speeds on Chippewa Street. This is a current inconvenience and impacts quality of life / safety. The new building will significantly increase this volume and make things worse.

Staff response: staff have committed to examine the issues with the project traffic consultant and County Public Works staff. It may be feasible to introduce some level of traffic calming (e.g. narrowing road sections) through the development process. Further to this, the parking of OPP cruiser(s) on a fairly regular basis at the POA / service entry on the north side of the building could lead to some additional calming given the prominent presence they would have.

In addition to the above, once the building is occupied, all County staff will be advised (via memo, email, etc.) that Chippewa Street is not to be used as an access road to the site nor as exit from the site (when coming or leaving work). This would take time and likely require on-going messaging or training, but would be a committed to priority to help minimize impacts.

Lastly, staff note that most clients of the County (i.e. those coming to the office) come one or two times a year and likely would travel the more well known / common routes to the office as opposed to taking or finding shortcuts through residential neighbourhoods. Also, as noted above, as part of the construction stage staff will be considering the temporary closure of Chippewa Street which will serve to assist in encouraging the habit of using Thorburn Street to access the site.

2. Visual: unsightly building too close to residential property; also too high for residential area.

Staff response: existing zoning permissions (as outlined earlier in this report), include as-of-right permission for government offices and 11 metres (3 storey) building height. The requested height increase is to ensure that the building can be designed in an attractive manner and

incorporate design features that make the appearance pleasing, such as roof parapet which would screen any unsightly rooftop components and provide a unique vertical feature.

Further to the above, the building is planned to be of high quality urban design and will incorporate lots of glazing and attractive exterior finishes (e.g. stonework). In addition, the way the building would be situated in the landscape, coupled with its narrow nature, would preserve most of the view-shed to the east for the adjacent property owners.

Lastly, staff have committed to reviewing building layout to carefully site interior uses such that there is minimal impact to privacy of the neighbours to the west. For example, efforts could be made to not locate congregation areas on the west side of the building where large groups could be looking out to the west towards the private properties.

3. Behaviour of patrons at the site is problematic (noise, etc.), in particular in the evenings. This would be worsened with the new development with more people at the site.

Staff response: the introduction of an office use which has daytime hours is not expected to introduce any additional increase in unacceptable behavior at the site. Notwithstanding, staff committed to monitor the existing concerns regarding inappropriate behavior and address them as appropriate.

4. Parking – Will there be enough? Will it spill onto Chippewa Street?

Staff response: The approach to identifying an appropriate parking standard has been outlined in the zoning section of this staff report. In brief – given the offset hours/days of use, a shared parking arrangement is appropriate. Further, even with full staff complement at the site (a rarity as there are always staff away for various reasons) there would be more than enough stalls for daytime use. Lastly, the potential worst case scenario of full usage of both facilities is highly improbable as any administrative-related evening events (in particular Council) are on Monday nights which is not a heavy use time for the arena (e.g. tournaments are on weekends, etc.).

There were no other comments received from members of the public.

REPORT IMPACTS:

Agreement: No

By-law: Yes

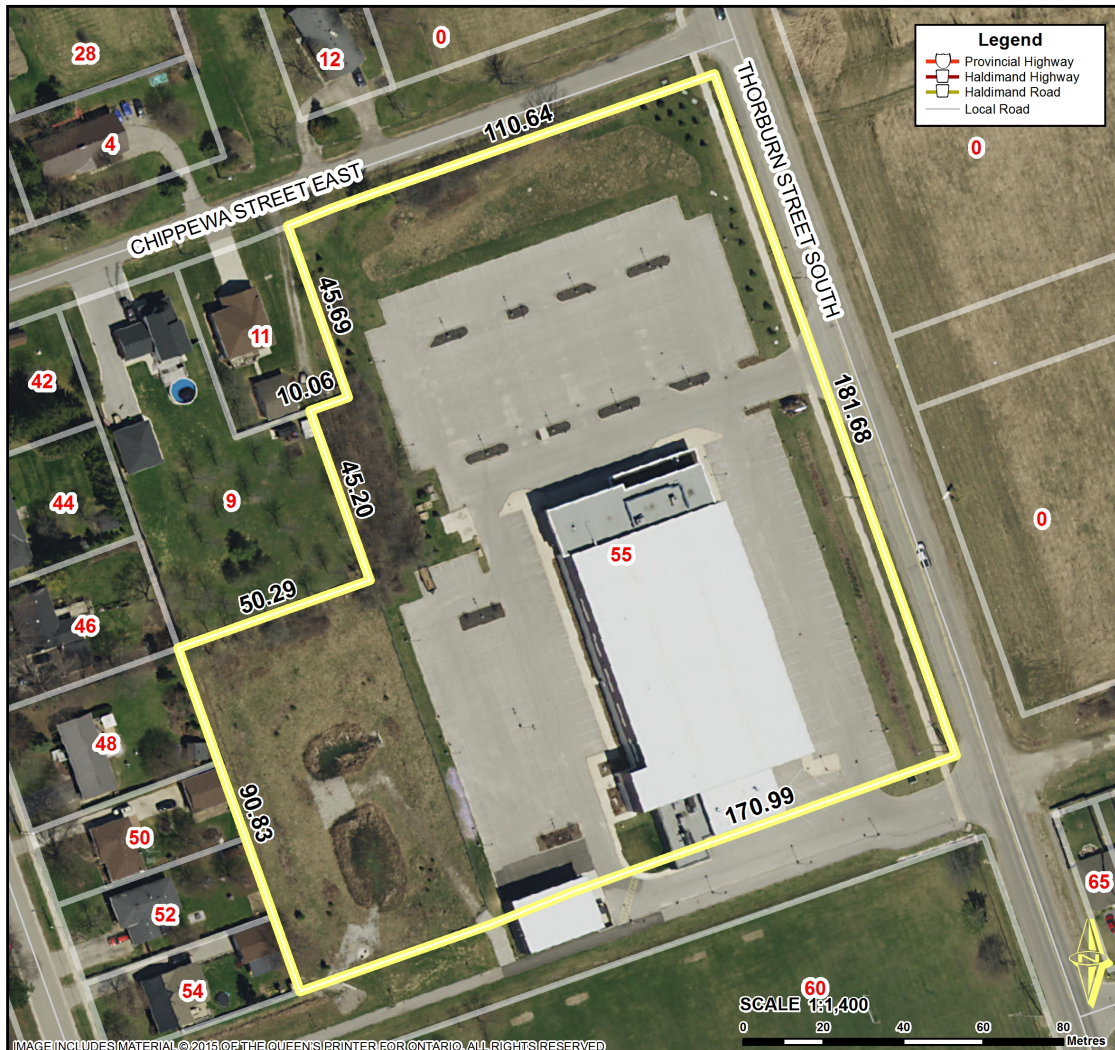
Budget Amendment: No

Policy: No

ATTACHMENTS:

1. Location Map.
2. Preliminary Concept.
3. Zoning By-law.
4. Holding By-law.

Location Map FILE # PLZ-HA-2016-167 APPLICANT: Haldimand County



Location:
**55 THORBURN STREET SOUTH
 URBAN AREA OF CAYUGA**

Legal Description:
**PLAN VILLAGE CAYUGA EGR LOTS 12 TO 17 N PRINCESS ST LOTS 18 TO 21 S
 CHIPPEWA ST PT WINNIET ST PT
 PRINCESS ST RP 18R6707 PARTS 1 AND 2
 4 TO11**

Property Assessment Number:
2810 15600106090 0000

Size:
7.54 Acres

Zoning:
IC (Community Institutional)

HALDIMAND COUNTY, ITS EMPLOYEES, OFFICERS AND AGENTS ARE NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR INACCURACIES WHETHER DUE TO THEIR OWN NEGLIGENCE OR OTHERWISE. DO NOT USE FOR OPERATING MAP OR DESIGN PURPOSES. ALL INFORMATION TO BE VERIFIED.

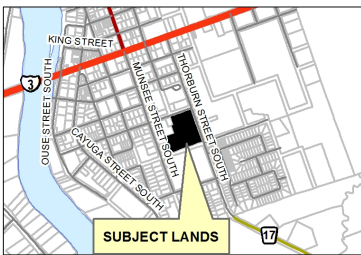
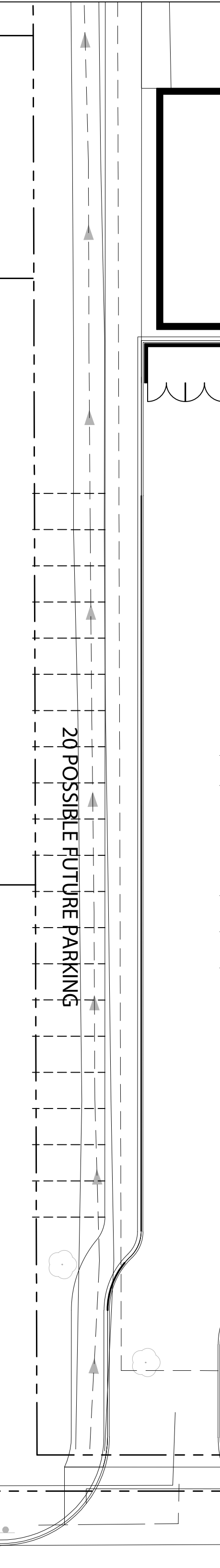
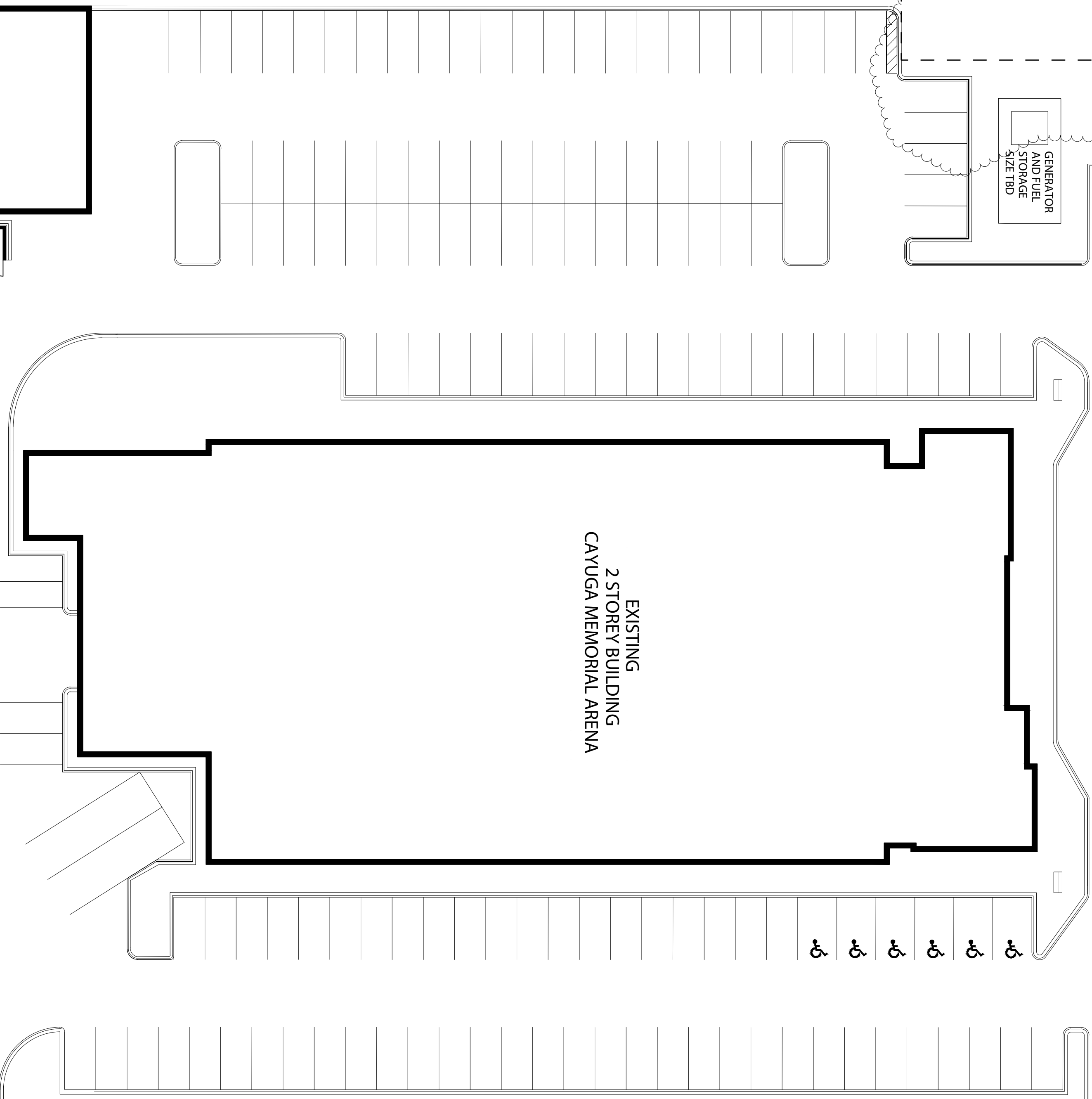
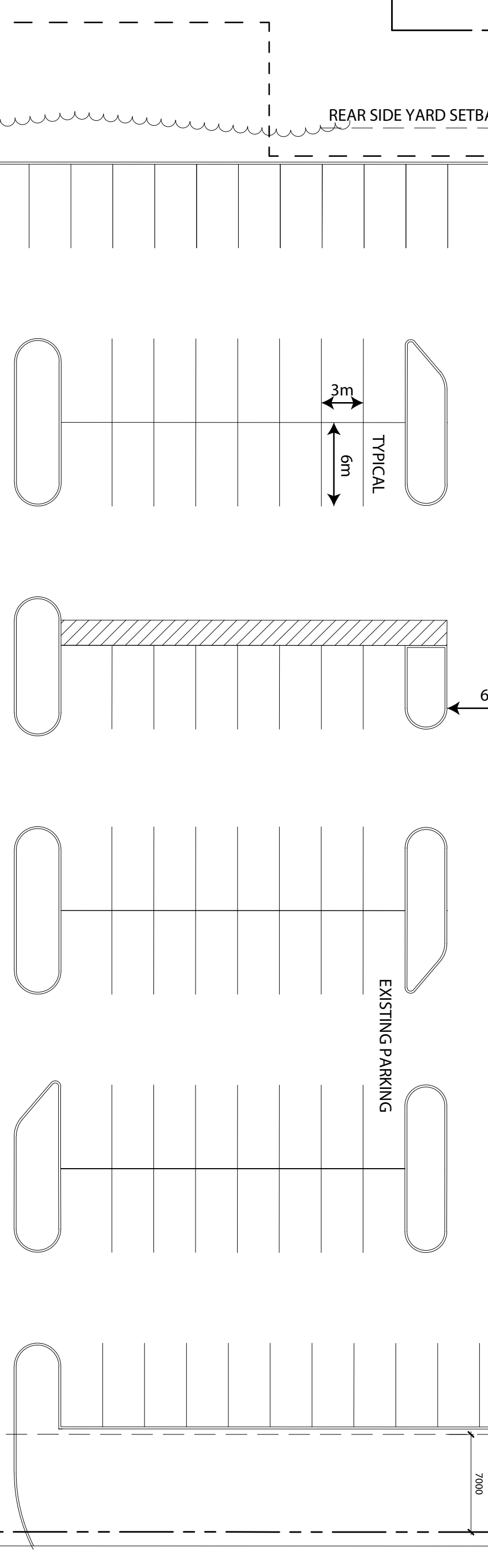
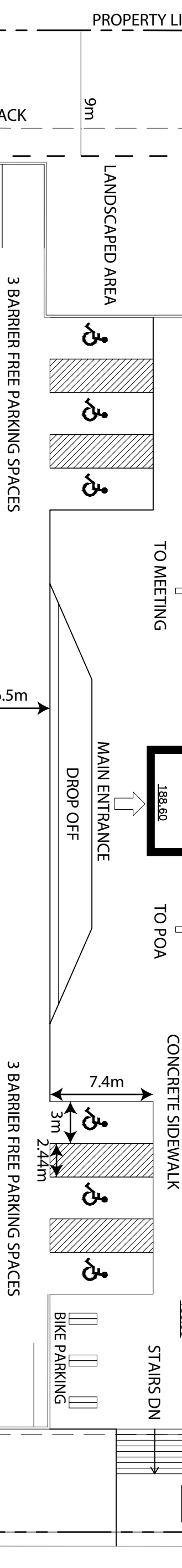
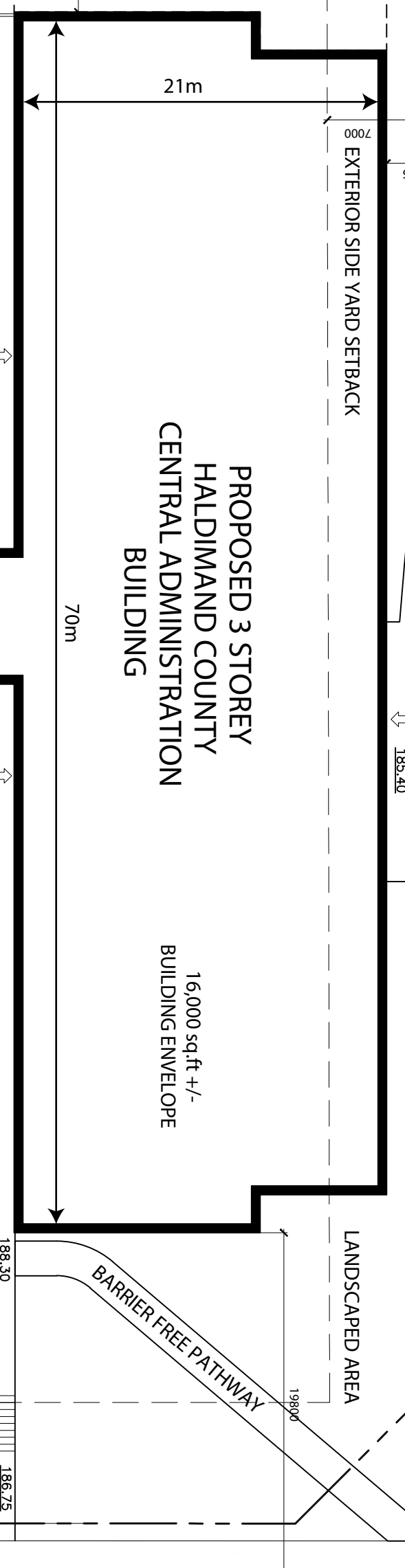
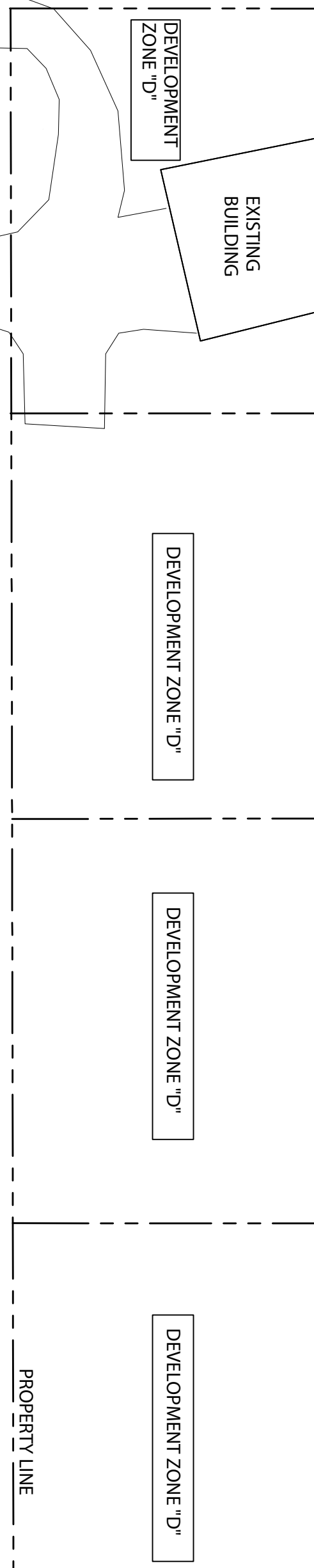


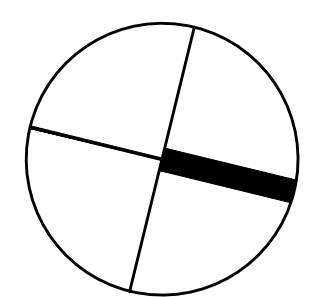
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 PREPARED BY HALDIMAND COUNTY PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT,
 GIS & GRAPHICS SECTION, Oct 2016

T:\Planning and Economic Development\PD\GIS\Applications\2016\PLZ\PLZ-HA-2016-167\PLZ-HA-2016-167 Location Map.mxd

CHIPPEWA STREET EAST



HALDIMAND ROAD NO 17 - THORBURN STREET



0 2 5 10 20
SCALE 1:300

THE CORPORATION OF HALDIMAND COUNTY

By-law No. /17

Being a by-law to amend the Town of Haldimand Zoning By-law 1-H 86, as amended, in the name of Haldimand County.

WHEREAS this by-law is enacted in accordance with Sections 34 and 36 of the *Planning Act*, R.S.O. 1990, c.P.13 as amended, which provides that Council may pass zoning by-laws for the purpose of land use control and related administration;

AND WHEREAS this by-law conforms to the Haldimand County Official Plan;

NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:

1. **THAT** this by-law shall apply to the lands described as Plan Village Cayuga EGR Lots, 12 to 17 N Princess St Lots; 18 to 21 S Chippewa St Pt; Winniet St Pt Princess St RP; 18R6707 Parts 1 and 2 land being shown as the Subject Lands on Maps "A" and "B" attached hereto to form a part of this by-law.
2. **AND THAT** Schedule "A8" of the Town of Haldimand Zoning By-law 1-H 86, as amended, is hereby further amended by rezoning the lands shown on Maps 'A' and 'B' attached hereto from "Community Institutional (IC)" to "Community Institutional-Holding (IC-H)".
3. **AND THAT** Schedule "A8" of the Town of Haldimand Zoning By-law 1-H 86, as amended, is hereby further amended by identifying those lands shown as the Subject Lands on Maps "A" and "B" attached hereto as having reference to subsection 36.428.
4. **AND THAT** the following subsection shall be added to Section 36 (Special Provisions for Particular Parcels of Land) of said By-law 1-H 86:

"36.428 The following provisions shall apply to the development of *government offices* at the subject lands:

- i. That notwithstanding Section 29.1 (c) (ii), the minimum exterior side yard setback shall be 3.5 metres;
- ii. That notwithstanding Section 29.1 (d), the maximum building height shall be 15 metres;
- iii. That notwithstanding section 29.1 (d) and subsection 'ii' above, the maximum building height shall be 9 metres for any portion of the building that is closer than 20 metres to the westerly property line.

The following provision shall apply to the subject lands:

- i. That notwithstanding Section 7.1 Parking Area Regulations and previously enacted Special Provision 36.345B, a minimum of 230 parking stalls shall be provided and are to serve all of the uses on the site in a shared parking arrangement;
- ii. That a minimum of 12 of the 230 required stalls shall be of barrier-free design.

5. **AND THAT** the “holding (H)” provision remain in place until such time that:

- (i) Site Plan Approval has been issued, including submission of a detailed Traffic Impact Study and identification of any necessary road improvements; and
- (ii) Servicing capacity has been allocated.

6. **AND THAT** this by-law shall take force and effect on the date of passing.

READ a first and second time this 13th day of February, 2017.

READ a third time and finally passed this 13th day of February, 2017.

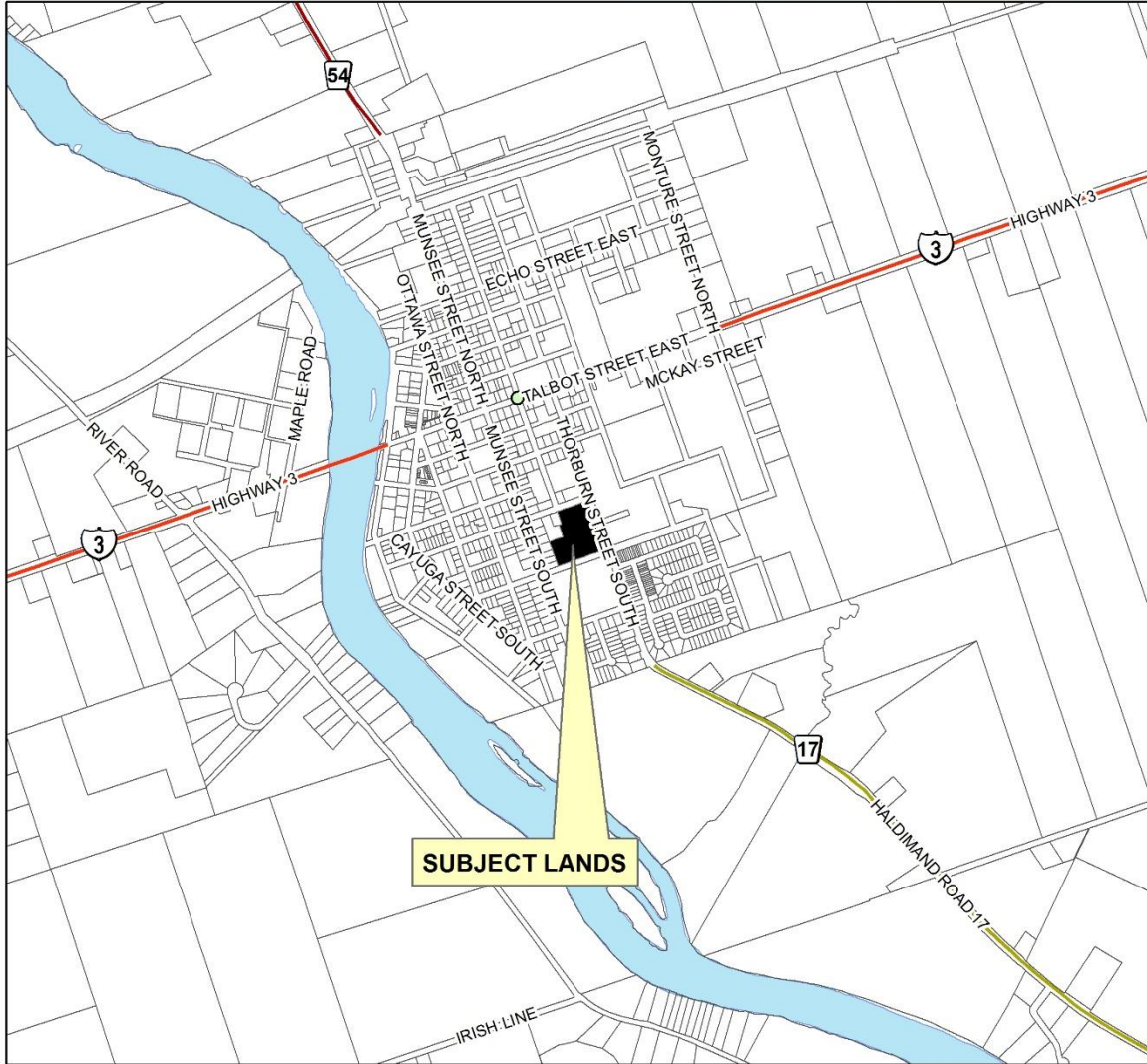
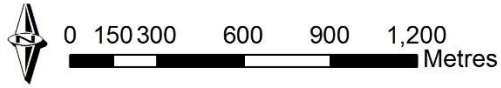
MAYOR

CLERK

MAP A - Key Map

Haldimand County

Urban Area of Cayuga



This is Map A to Zoning By-law _____ Passed the ____ day of _____ 2017.

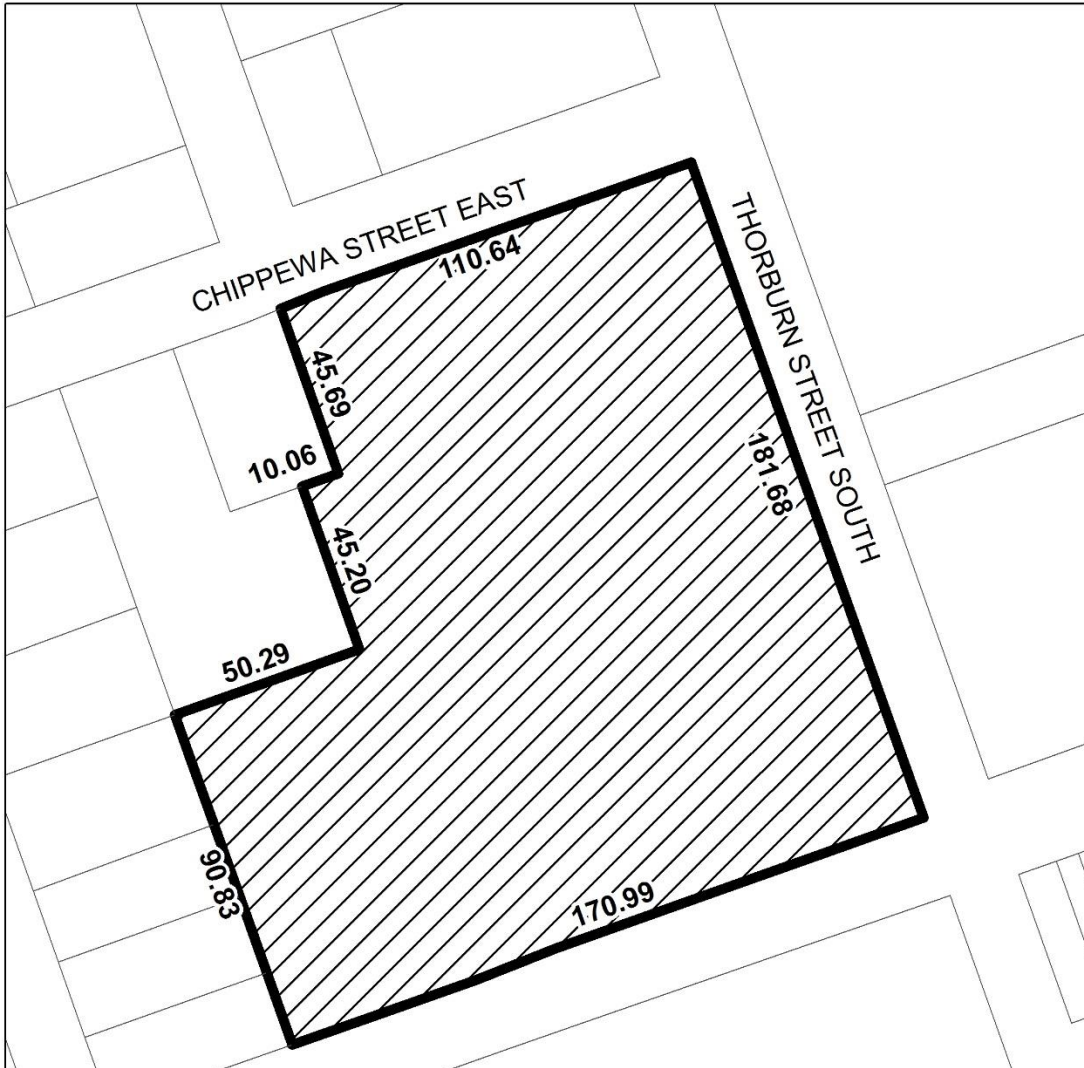
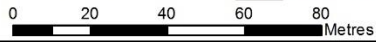
MAYOR

CLERK

MAP B - Detail Map

Haldimand County
Urban Area of Cayuga

SCALE: 1:1,500



NOTE: Measurements shown on this plan are in metres and may be converted into feet by dividing by 0.3048. Measurements indicated in this drawing are representational in nature. They have been obtained without the benefit of legal or cadastral surveys linked to coordinates and therefore should not be considered to be survey grade and should not be used for legal purposes.

This is Map B to Zoning By-law _____ Passed the ____ day of _____ 2017.

_____ MAYOR _____ CLERK

This by-law affects lands located on the west side of Thorburn Street within the urban area of Cayuga. The lands are described as Plan Village Cayuga EGR Lots, 12 to 17 N Princess St Lots; 18 to 21 S Chippewa St Pt; Winniet St Pt Princess St RP; 18R6707 Parts 1 and 2. The subject lands are known municipally as 55 Thorburn Street.

The purpose of this by-law is to create a series of unique site specific zoning provisions to facilitate the development a new County administration building. The zoning provisions would allow for:

- Site specific exterior side yard setback;
- Site specific height provision;
- Site specific parking requirements to allow shared parking arrangement with the arena and the establishment of a minimum stall provision.

This by-law is subject to a holding provision which requires a approval of site plan and servicing capacity confirmation.

PED-PD-02-2017
File No.: PLZ-HA 2016-167
Roll No. 2810-156-06090
Haldimand County

THE CORPORATION OF HALDIMAND COUNTY

By-law No. /17

**Being a by-law to amend the Town of Haldimand Zoning
By-law 1-H 86, as amended, in the name of Haldimand
County.**

WHEREAS this by-law is enacted in accordance with Sections 34 and 36 of the *Planning Act*, R.S.O. 1990, c.P.13 as amended, which provides that Council may pass zoning by-laws for the purpose of land use control and related administration;

AND WHEREAS this by-law conforms to the Haldimand County Official Plan;

AND WHEREAS the Council of the Corporation of Haldimand County deems it appropriate to delegate authority to the General Manager of Planning and Economic Development to remove the 'Holding – "H"' provision from the zoning of certain lands;

NOW THEREFORE, the Council of The Corporation of Haldimand County enacts as follows:

1. **THAT** this by-law shall apply to the lands described as Plan Village Cayuga EGR Lots, 12 to 17 N Princess St Lots; 18 to 21 S Chippewa St Pt; Winniet St Pt Princess St RP; 18R6707 Parts 1 and 2 land being shown as the Subject Lands on Maps "A" and "B" attached hereto to form a part of this by-law.
2. **AND THAT** Schedule "A8" to Zoning By-law 1-H 86 of the Town of Haldimand, as amended, is hereby further amended by removing the 'Holding -"H"' provision from the lands being shown as the 'Subject Lands' on Maps 'A' and 'B' attached hereto to form a part of this by-law at such time as the General Manager of Planning and Economic Development is satisfied that all conditions relating to the 'Holding -"H"' provision have been met and the said General Manager issues a memo to the same effect.

3. **AND THAT** this by-law shall take force and effect on the date of passing.

READ a first and second time this 13th day of February, 2017.

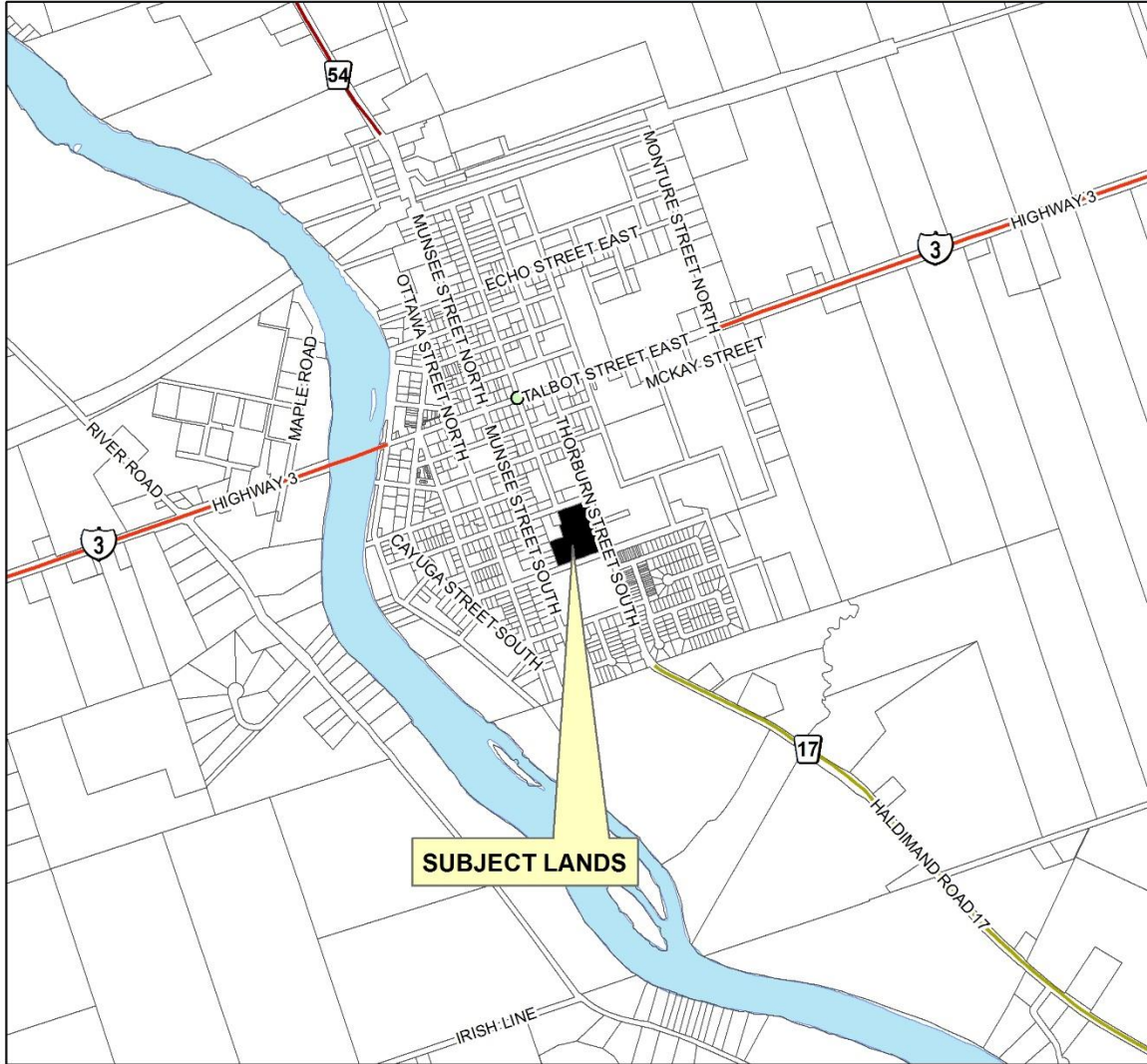
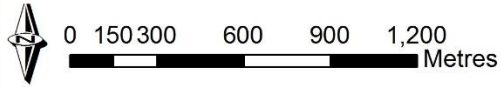
READ a third time and finally passed this 13th day of February, 2017.

MAYOR

CLERK

MAP A - Key Map

Haldimand County
Urban Area of Cayuga



This is Map A to Zoning By-law _____ Passed the ____ day of _____ 2017.

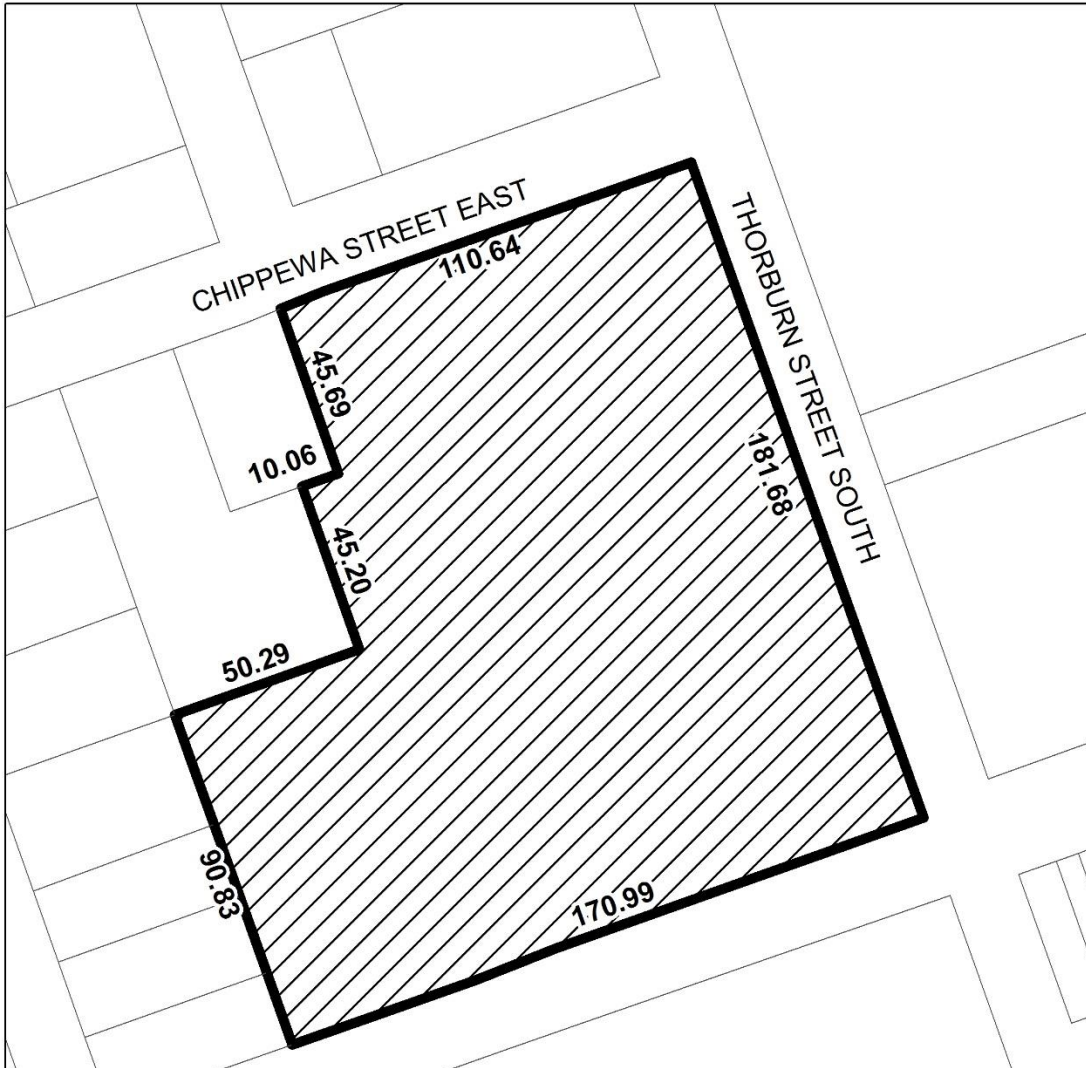
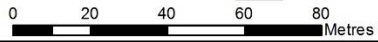
MAYOR

CLERK

MAP B - Detail Map

Haldimand County
Urban Area of Cayuga

SCALE: 1:1,500



NOTE: Measurements shown on this plan are in metres and may be converted into feet by dividing by 0.3048. Measurements indicated in this drawing are representational in nature. They have been obtained without the benefit of legal or cadastral surveys linked to coordinates and therefore should not be considered to be survey grade and should not be used for legal purposes.

This is Map B to Zoning By-law _____ Passed the ____ day of _____ 2017.

_____ MAYOR _____ CLERK

PURPOSE AND EFFECT OF BY-LAW NO.

/17

This by-law affects lands located on the west side of Thorburn Street within the urban area of Cayuga. The lands are described as Plan Village Cayuga EGR Lots, 12 to 17 N Princess St Lots; 18 to 21 S Chippewa St Pt; Winniet St Pt Princess St RP; 18R6707 Parts 1 and 2. The subject lands are known municipally as 55 Thorburn Street.

This by-law is related to a Zoning By-law to facilitate the development of a new County administration building at this site. The purpose of this by-law is to remove the 'Holding - "H"' provision from zoning on the subject lands at such time as the General Manager of Planning and Economic Development is satisfied that all conditions relating to the 'holding' provision have been met. The 'holding (H)' provision conditions include:

- (i) Site Plan Approval has been issued, including submission of a detailed Traffic Impact Study and identification of any necessary road improvements; and
- (ii) Servicing capacity has been allocated.

The property is under site plan control to ensure that subsequent development will be subject to a review by the County. Site plan control will provide the opportunity to review the location of road access, parking, massing of any proposed buildings, vegetative buffers, stormwater management/drainage and other technical matters.

PED-PD-02-2017
File No.: PLZ-HA 2016-167
Roll No. 2810-156-06090
Haldimand County