

MEMO

DATE December 15, 2023 **PROJECT NO.** 2583-6916
Memorandum
RE Driveway Spacing for 304 & 318 Spruce Street
Town of Oakville, Halton Region

TO Brandon Hassan
Planner, Planning Services, Town of Oakville
FROM Ian Lindley, M.A.Sc., P.Eng.
Project Engineer, Transportation

This memorandum has been prepared in response to the pre-consultation comments dated July 19, 2023, related to the proposed residential development site located at 304 & 318 Spruce Street, in the Town of Oakville, Halton Region. This memorandum has been completed to support the Zoning By-Law Amendment and Draft Plan of Subdivision for the proposed residential development.

The purpose of the memorandum is to evaluate whether the site access meets the safety and operational requirements set out in the Geometric Design Guide for Canadian Roads (GDGCR) June 2017, and determine recommendations if required.

1.0 Background

The subject lands cover an area of approximately 0.412 ha and currently consists of a church with a parking lot and a vacant single-detached residential home with a driveway. The property, located in a residential neighborhood, is bounded by Spruce Street to the north, Reynolds Street to the west, and residential properties to the south and east. The lands are currently Community Use (CU).

The elements envisioned for this development include:

- Seven detached dwelling lots
- Lot driveways along Spruce Street and Reynolds Road
- Sidewalks along Spruce Street and Reynolds Road

The most recent Concept Plan prepared by Hunt Design Associates Inc, is included as **Attachment 1**. The Pre-Consultation Comments Report outlining the Town of Oakville's comments are included as **Attachment 2**.

2.0 Site Access Review

It is important to check the site accesses for operational and safety concerns. These were checked using the standards set out in the Geometric Design Guide for Canadian Roads (GDGCR) June 2017.

2.1 Access to Access Spacing

Access to access spacing is the distance between existing or possible future driveways. The required and provided spacing per Figure 8.9.2 in TAC GDGCR are summarized in **Table 1**. The driveway numbering can be seen in **Attachment 1**.

Table 1: Access to Access Spacing

Feature	Minimum Spacing Requirement	Available Spacing	Minimum Spacing Distance Satisfied?
Driveway 1 to Driveway 2	1.0 m	7.34 m	Yes
Driveway 2 to Driveway 3	1.0 m	8.29 m	Yes
Driveway 4 to Driveway 5	1.0 m	8.96 m	Yes
Driveway 5 to Driveway 6	1.0 m	8.96 m	Yes
Driveway 6 to Driveway 7	1.0 m	8.72 m	Yes

All of the driveways for the development are expected to have adequate spacing.

2.2 Access to Intersection Spacing

The access to intersection spacing is the distance between site driveways and intersections. The minimum spacing requirement is made up of the tangent section C (2.0 m) and the corner curb radius (4.5 m), which comes out to a spacing of 6.5 m. The required and provided spacing between the driveways and the nearest minor intersection as per Figure 8.9.2 in TAC GDGCR are summarized in **Table 2**.

Table 2: Minimum Spacing to Nearest Minor Intersection

Feature	Driveway 3 (along Reynolds Street) to Spruce Street	Driveway 4 (along Spruce Street) to Reynolds Street
Minimum Spacing Requirement	6.5 m	6.5 m
Available Spacing	9.03 m	41.08 m
Minimum Spacing Distance Satisfied?	Yes	Yes

The spacing between driveways and the minor intersection at Spruce Street and Reynolds Street meets the TAC requirements.

3.0 Conclusion

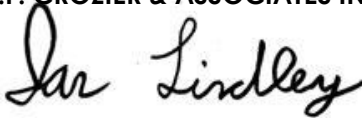
The findings of our analysis are summarized as the following:

- The site driveways meet the relevant TAC GDGCR requirements for access to access spacing.
- The site driveways meet the relevant TAC GDGCR requirements for access to intersection spacing.

We trust that this memorandum satisfies transportation related concerns for the proposed residential development at 304 & 318 Spruce Street. Should you have any questions or require any further information, please do not hesitate to contact the undersigned.

Sincerely,

C.F. CROZIER & ASSOCIATES INC.



Ian Lindley, M.A.Sc., P.Eng.
Project Engineer, Transportation

IL/ak/la

Encl.

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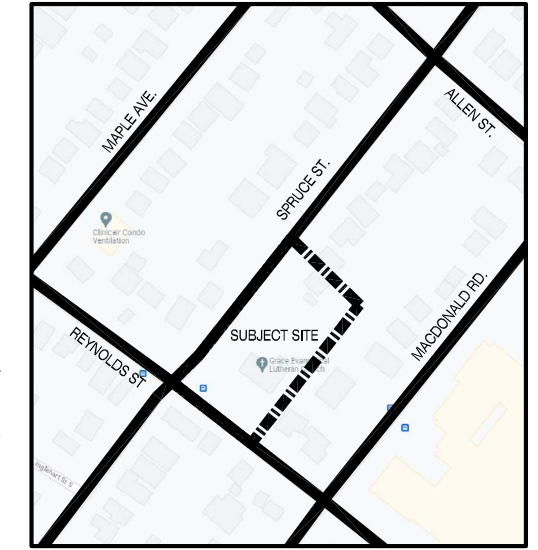
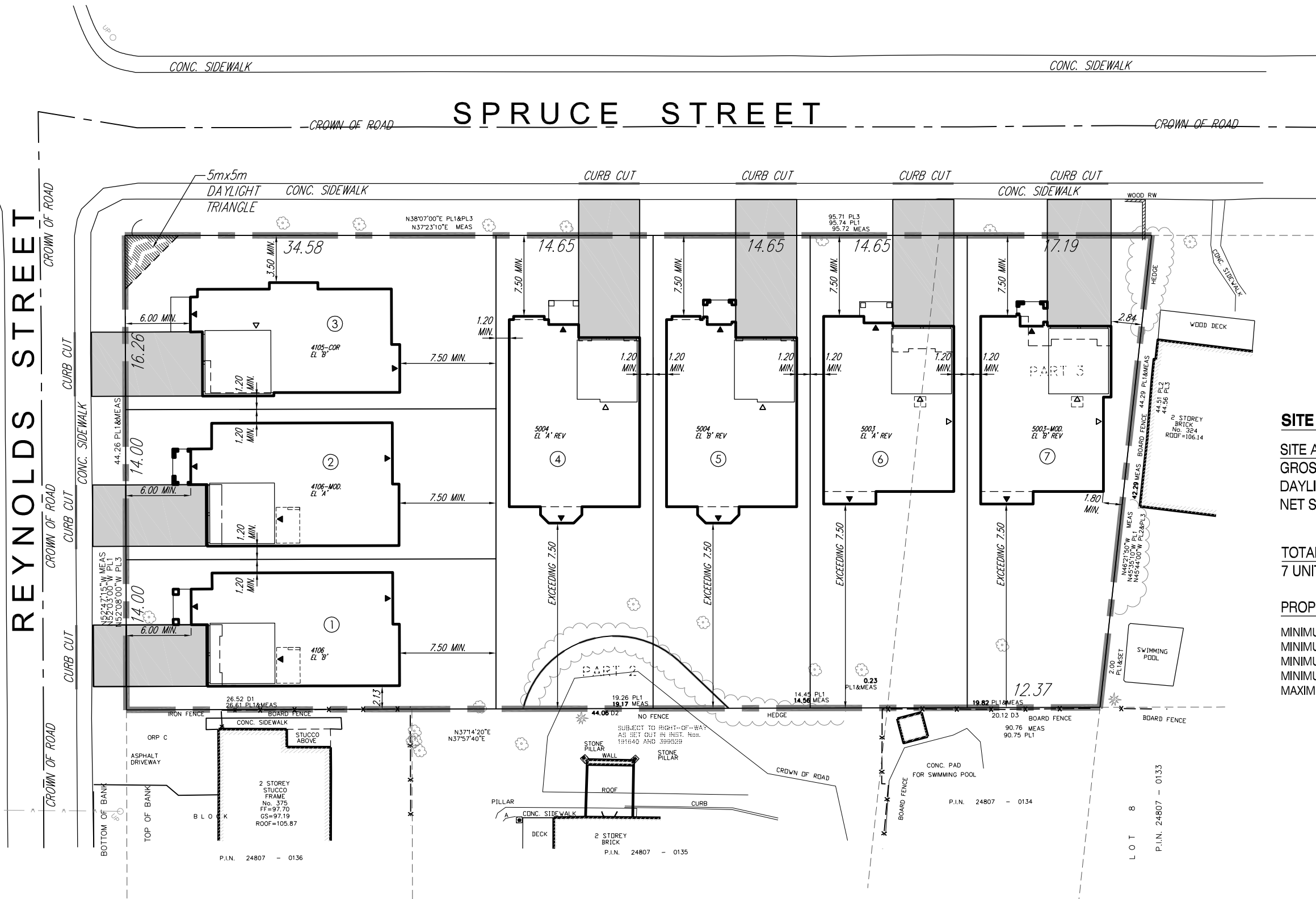
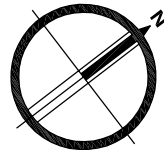
C.F. CROZIER & ASSOCIATES INC.



R. Aaron Wignall, Associate
Senior Project Manager, Transportation

ATTACHMENT 1

Concept Plan



SITE STATISTICS

SITE AREA:
 GROSS SITE AREA = 4115.64 S.M.
 DAYLIGHT TRIANGLE = 12.50 S.M.
 NET SITE AREA = 4103.14 S.M.

TOTAL UNITS:
 7 UNITS

PROPOSED ZONING STANDARDS:

MINIMUM FRONT YARD: 7.5m (6m FOR LOTS 1, 2 & 3)
 MINIMUM REAR YARD: 7.5m
 MINIMUM INTERIOR SIDE YARD: VARIES (SEE SITE PLAN)
 MINIMUM EXTERIOR SIDE YARD: 3.5m
 MAXIMUM LOT COVERAGE: 35% (41% FOR LOT 1)
 (44% FOR LOT 2)

COVERAGE CALCULATIONS

LOT	LOT AREA		UNIT COVERAGE	
	(S.M.)	(S.F.)	(S.F.)	(%)
1	482.58	196.00	2109.73	40.6%
2	483.21	212.16	2283.67	43.9%
3	547.70	188.24	2026.2	34.4%
4	646.83	215.75	2322.31	33.4%
5	646.28	215.25	2316.93	33.3%
6	645.73	205.33	2210.15	31.8%
7	650.78	198.58	2137.5	30.5%

ATTACHMENT 2

Pre-Consultation Comments Report

Pre-Consultation Comments Report

Date:	July 19, 2023	
To:	David Faye, David Faye & Associates Inc.	Davidfaye.associates@gmail.com
cc:	Bill Tam, KLM Planning	btam@klmplanning.com
From:	Brandon Hassan, Planner, Planning Services	
Contact Info:	T: 905-845-6601 ext. 3006 E: brandon.hassan@oakville.ca	
Application:	ZBA/SUB	
Address:	304 and 318 Spruce Street	
Description:	Zoning By-law Amendment and Draft Plan of Subdivision to create seven detached dwelling lots.	
Meeting Date:	July 19, 2023	

NOTE: 2023 Planning application fees come into effect on March 1, 2023.

Applicants should review the Terms of Reference for supporting studies and Guidance documents prior to submitting the application.

Terms of References/Guidelines can be found:

Town of Oakville: <https://www.oakville.ca/business/terms-of-reference.html>

Applications will be deemed complete when the following items have been provided to the Town:

- a completed application form,
- cover letter,
- comment response matrix that addresses pre-consultation comments,
- all information and materials prescribed by statute,
- an executed Pre-consultation Agreement,
- all supporting information and materials required to be provided with the initial submission pursuant to the Pre-consultation agreement in a digital format (PDF)
- the prescribed application fee(s),

General Information:

Revised and coordinated plans and documents which fully address the attached comments must be submitted according to the process outlined in the [Step by Step Digital Submissions Guide](#) on the Town of Oakville Website.

Other Applications: Additional applications to other public agencies and governments, including, Provincial, Regional, Conservation Authority, and/or other Town Departments, may be necessary depending on the nature of the application.

File Naming:

Digital materials must be named in an organized and descriptive manner according to format outlined in Planning's [Digital Submission Naming Conventions](#) document.

Submission materials must be named according to the following format:

- **FileNumber_CondensedName_VersionNumber_Date (with no spaces)**

For example, your set of files should look like the following list:

- 00_CoverLetter_v1_2022-10-18
- 01_CRM_v1_2022-10-24
- 02_Aerial_v1_2022-03-05
- 03_Survey_v1_2021-02-23
- 04_SitePlan_v1_2022-10-15
- 05_SitePlanDetails_v1_2022-10-15
- Etc.

Requirements:

- NO spaces in the file name.
- NO special characters within the file name (e.g. @, #, \$, %, &, *, /, \, |)
- ONLY Letters, Numbers, Dashes, Underscores and Periods are permitted in the file name.

Furthermore, all reports, documents and drawings submitted must:

- be presented in metric measure that can be accurately scaled
- be prepared, stamped and signed by a qualified professional architect (for site plan and architectural drawings), engineer (for site plan and engineering drawings/reports), or landscape architect (for landscape and tree protection drawings/reports)
- All submission of plans and/or studies must be clearly labelled and in a larger font size in the title block as the next submission by number, corresponding to the version number and date in the file name

Circulation Comments:

NOTE: The comments below are **preliminary** and additional comments may be provided once a formal application is submitted.

Oakville Departments

1 Planning Services

Brandon Hassan, brandon.hassan@oakville.ca

Pre-Consultation

The pre-consultation form is valid for 6 months, any extension request must be received BEFORE the approval lapses with the appropriate fee.

As part of your application, please include the pre-consultation form (executed by yourself and your client if relevant).

Please ensure all reports/plans follow the Town's [Terms of reference/guidelines](#). Additionally, you can obtain information about the submission process on our website [here](#).

You are encouraged to consider the pre-submission review process which would allow staff to review your proposal in advance of the formal application. The pre-submission review fee will be credited toward the formal application fee if the application is submitted within 2-years of the start of the pre-submission review.

Several issues were identified as part of the pre-consultation meeting. It is important to address these issues before submission, as there will not be an opportunity to resubmit the proposal to address issues. Planning staff will determine within 90 days of submitting a complete application if we will recommend to Council support or denial of the ZBA application as submitted.

If the pre-submission review is not considered, the applicant is also encouraged to 'uncouple' the Subdivision from the ZBA. Stand-alone subdivision applications are not caught under the Bill 109 refund timelines and by uncoupling the subdivision application, multiple circulations would be permitted. Information about the future ZBA could be included for reference during the subdivision process. At the appropriate time when all the subdivision issues have been addressed the ZBA can be submitted and both applications can proceed together for decision.

Notes/comments provided during the meeting:

- Proposed Zones vs. RL3-0 sp:10 Zone in Brantwood
 - RFA, Lot Coverage, Height, Garage Area etc. should all be in keeping with the pattern of development and existing homes in the Special Provision 10 Brantwood neighbourhood, bearing in mind the adjacent Heritage District
- Mailboxes to be relocated
- Driveways and related double car garages
- Trees to be protected and retained
- Livable Oakville Plan policies (i.e. 11.1.8, 11.1.9 etc.)

2 Planning Services, Heritage Planner
Carolyn Van Sligtenhorst, carolyn.van@oakville.ca

Pre-Consultation

- The property is adjacent to the Trafalgar Road Heritage Conservation District and adjacent to/across from 3 listed heritage properties
- A Heritage Impact Assessment is required to be submitted
- Design comments:
 - The character of the neighbourhood and adjacent heritage district has variation in architectural styles, lot sizes, setbacks, etc. – the proposed new houses offer a more 'cookie-cutter' homogenous appearance that has a negative impact on the character of the existing neighbourhood and adjacent heritage district. This is not north Oakville and the local context is important.
 - Locations of driveways/entrances need to be varied

- Heights need to be reduced – 10m+ for every house is out of character with nearby and adjacent heritage homes and streetscape
- Buildings need more articulation – variation in setbacks, bump-outs, etc. to avoid large rectangular boxes
- Particular attention should be given to the transition between this new development and the existing homes that will be directly adjacent to it on both Reynolds and Spruce. Provide ‘breathing’ room between the existing and the new by increasing setbacks and lowering height/minimizing massing in these locations.
- Landscape Masterplan
 - The aerial background shows the new lots on the existing lots at 304-318 and 324 Spruce Street which is a heritage property. Please correct this drawing.

3 Planning Services, Urban Design

Nada Almasri and Philip Wiersma; nada.almasri@oakville.ca, philip.wiersma@oakville.ca

Pre-Consultation

List of Resources:

In framing our review and drafting our comments, we have utilized and relied upon the following:

- *Livable Oakville Official Plan*; including
 - [Section 6 Urban Design \(Part C \(oakville.ca\)\)](#) [pages C-15 to C-23]
- [Design Guidelines for Stable Residential Communities](#)
- Livable by Design Urban Design Manual (LbDM); specifically
 - [Urban Design Direction for Oakville \(LivDesignManual-v2-1.pdf \(oakville.ca\)\)](#);
 - [Site Design and Development Standards\(Livable by Design Manual \(Part C\) \(oakville.ca\)\)](#) [referenced to ensure site functionality]
- [Development Application Guidelines / Terms of Reference](#)

Matters of Concern:

Public Realm / Site Organization

- To maintain, protect and enhance the character of existing residential area and to preserve and enhance the urban forest:
 - development should maximize existing tree retention within or adjacent to the public right-of-way and on the subject site. Existing trees to be retained and removed should be accurately shown on all materials submitted for approval. Tree protection measures should be shown in order to assess the feasibility of the development and the impact on the public realm. Driveway placement should coincide with existing hardscape areas to reduce impact on existing trees and landscape areas.
 - if necessary, additional trees should be planted where space permits, both within the public right-of-way and on the subject site.

Built Form

- This new development is located within a stable residential community. Thus, it shall preserve and maintain the character and established patterns of the surrounding neighbourhood. To ensure this, a Context Plan is required to evaluate how the proposed development interacts with its surroundings.

- As per the comments provided by Heritage staff, the proposed development should complement the prevailing character of the adjacent Trafalgar Road Heritage Conservation District. The proposed lot pattern, placement of dwellings, setback variations, lot widths and lot coverages are not in line with the residential character of the district. Refer to the Design Guidelines for Stable Residential Communities, 3.1.1. Character:
 - *New development should be designed to maintain and preserve the scale and character of the site and its immediate context and to create compatible transitions between the new dwelling and existing dwellings in the surrounding neighbourhood.*
- The proposed height and scale, including roof scale, are not consistent with the district character. Although new development may be designed as a taller structure in dimension than the nearby existing dwellings, every effort should be made so that it does not appear to be higher and maintains the character of the stable residential community. Refer to the Design Guidelines for Stable Residential Communities, 3.1.3. Scale, and 3.2.2. Height:
 - *New development should not have the appearance of being substantially larger than the existing dwellings in the immediate vicinity. If a larger massing is proposed, it should be subdivided into smaller building elements that respond to the context of the neighbourhood patterns.*
 - *In instances where the lot patterning has been altered through redevelopment, the scale of the new development should be compatible with the scale of the surrounding buildings.*
 - *New development that is taller than the average dwelling in the surrounding area should make every effort to step back the higher portions of the dwelling façade and roof to minimize the verticality of the structure and presence along the building front.*
- The flankage elevation of the corner unit along Spruce Street should be designed with a high level of architectural treatment and opportunities to incorporate a porch and an entrance to contribute to the pedestrian environment along both public frontages. Refer to the Design Guidelines for Stable Residential Communities, 3.1.4. Priority Lots:
 - *New development on a corner lot should make every effort to orient the main entrance to the dwelling towards the intersection, unless the existing dwellings on the other corner lots in the immediate area follow an alternate pattern.*
 - *Where privacy fencing is proposed, it should be of high architectural quality and the extent of fencing should be minimized to avoid being an expansive visual barrier. Refer to Town of Oakville Fence By-law for regulations.*
- Some of the proposed dwellings project beyond the adjacent rear yards on Spruce and Reynolds Streets, which create an undesirable overlook and shadowing condition on adjacent properties. Refer to the Design Guidelines for Stable Residential Communities, 3.1.5. Rear Yard Privacy:
 - *New development, which projects beyond the established rear setback of adjacent dwellings, should be designed such that the height and massing of the projection does not cast significant shadows onto amenity space in the rear yards of adjacent properties.*
- This application is subject to Architectural Control Process for Subdivisions. This process is required to ensure that the new development and building designs are in compliance with the requirements of the Urban Design Brief and the Town's urban design guidelines.

Additional Design Direction:

- Plans should show how the 20% tree canopy cover target will be achieved on the subject site, while implementing town tree planting standards contained in Livable by Design Manual | Part C. (including section 2.1 & 2.2)
- Plans should show how gas meters, hydro meters, transformers and switch-gear will be located in non-prominent locations within building niches and be screened from public view, in alignment with Livable by Design Manual | Part A standards. (including section 3.2)
- Rear yard fencing should not encroach into the flankage yard fronting Spruce Street.

Materials needed for submission:

- Urban Design Brief
- Context Plan
- Concept Plan
- Site Plan & Site Plan Details
- Building Elevations & Renderings
- Building Floor Plans (including roof Plan)
- Landscape Plan & Details
- Streetscape Plan
- Tree Canopy Cover Plan & Calculation

4 Development Services, Development Engineer

Filip Szymanski, filip.szymanski@oakville.ca

Pre-Consultation

Notes to applicant:

- The Transportation and Engineering department have reviewed the road widening requirements for the property's known as 304 & 318 Spruce Street.
- The Transportation & Engineering Department notes that there are no road widenings required along Reynolds Street or Spruce Street.
- Daylight Corner Widening – The Transportation & Engineering Department require a **5.0** meter by **5.0** meter daylight corner at Spruce Street and Reynolds Street.
 - The above described lands shall be dedicated with clear title, free and clear of encumbrances and therefore, all encroachments within the road allowance should be removed.

Please note that the proposed development will require a subdivision agreement.

Submission Requirements:

All drawings, reports and studies are to be prepared by a qualified professional.

1. Functional Servicing Report/Stormwater Management Report

- 100 year post-development stormwater flows are to meet 5 year pre-development conditions through the use of conventional stormwater management or low impact development methods.

2. Overall Site Servicing Plan

3. Overall Site Grading and Drainage Plan

4. Sediment and Erosion Control Plan

5. Arborist Report

- Be prepared by a certified licensed arborist (licensed with Town of Oakville).
- Include all municipal trees, private trees, boundary trees, and trees on neighboring properties within 6.0m of property line.
- Include a report/discussion/table, with all tree data, including ownership of each tree and final recommendation of each tree.
- Include tree appraisals for all municipal trees.

Town trees may not be removed unless they are dead/dying/high risk, they cannot be removed to accommodate new driveway etc.

Boundary/neighbor trees cannot be removed unless written consent is provided by the neighbor.

In addition to the Site Plan submission requirements noted, please refer to the Town’s Development Engineering Procedures and Guidelines manual for further direction.

<https://www.oakville.ca/assets/general%20-%20business/DevelopmentEngProceduresManual.pdf>

5 Transportation Services, Transportation Engineer
Aquisha Khan, aquisha.khan@oakville.ca

Pre-Consultation

TIA Memo is required re: driveways.

6 Building Services, Zoning Examiner
Matt Rubic, matt.rubic@oakville.ca

Pre-Consultation

The following preliminary comments are based on the material provided for discussion purposes only and should not be construed as formal zoning comments on the proposal.

Zoning By-law Amendment

1. No comments at this time. Further comments will be provided when the draft by-law is circulated.

Draft Plan of Subdivision

1. A surveyor’s certificate providing lot areas, lot frontages and is required prior to draft approval.

7 Transportation and Engineering, Widening & Addressing

Vince Blosser, vince.blosser@oakville.ca

Pre-Consultation

The Town will not seek a road widening along Reynolds Street from 304 Spruce Street. T&E would require a 5m x 5m daylight triangle widening from the applicant, similar to the daylight at Reynolds & Macdonald Road and Allan & Macdonald.

External Agencies

8 Region of Halton, Planning & Public Works Dept

Michaela Campbell, michaela.campbell@halton.ca

Pre-Consultation

Regional staff has reviewed the Pre-Consultation for 304 and 318 Spruce Street and offer the following comments:

Designation:

- The subject lands are designated “Urban Area” according to the 2009 Regional Official Plan (ROP).

Site Contamination:

- In accordance with S.147(17) of the Region’s Official Plan states that a property is to be free of contamination prior to any development/change of use taking place. Submission of the Regional Environmental Site Screening Questionnaire (ESSQ) is required, in addition to the submission of a Phase 1 ESA, at minimum, to O.Reg 153/04 standards (completed within the past 18 months) and letter of reliance (according to Halton Region’s template). Additional Environmental Site Assessments may be required depending upon the recommendation(s) of the Phase 1 ESA.

Archaeological Potential:

- The subject lands are identified as having archaeological potential and are within the Historic Towns Overlay. An Archaeological Assessment is not required by Halton Region, as the subject lands were previously disturbed with the current land use. As an advisory, should anything be found, the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism should be contacted.

Regional Infrastructure:

- An FSR must be submitted with the application that demonstrates that the existing water system in the area can support the proposed development and that the existing downstream sewer system can accommodate the development.
- The FSR should demonstrate the external services that will be required for both trunk and local watermains and trunk and local sanitary sewers that will be required to be extended to service the development.
- The FSR should also include analysis for the Region’s new water zone pressure alignment program.

Waste Management:

- Regional Waste will service all detached homes for full curbside waste collection once construction is completed, and homes are occupied.

Submission Requirements:

- Cover letter.
- Applicable Regional Fee.
 - Information on how to pay Regional development application fees available here.
- Town of Oakville's Complete Application Forms.
- Site Plan Drawings.
- Environmental Site Screening Questionnaire (ESSQ). Please note Halton Region has a new ESSQ to be completed by the Applicant within the updated Site Contamination Protocol.
- Phase 1 ESA (within the past 18 months) with a Letter of Reliance (according to Halton Region's template).
- FSR.

Pre-Submission Process:

- Regional staff would encourage the applicant to submit and resolve any potential issues with the following submission requirements within the Town's pre-submission process:
 - FSR.

Documents provided separately:

- New ESSQ
- Reliance Letter Template