

AC/  
Windsor, Ontario, September 15, 2014

A meeting of the **Planning and Economic Development Standing Committee** is held this day commencing at 4:30 o'clock p.m. in Council Chambers there being present the following members:

Councillor Sleiman  
Councillor Kusmierczyk  
Councillor Dilkens  
Councillor Payne  
Councillor Marra (Chairperson)

**Citizens**

Merrill Baker  
Barbara Bjarneson

**Delegations**

Victoria Cross—Resident (Item 1)  
Karl Tanner—Consultant for the Developer (Item 1)  
Wendy Leclair—Resident (Item 3)  
Carl Grossi—Applicant (Item 3)

***Also present are the following from Administration:***

Thom Hunt, City Planner/Executive Director  
Don Wilson, Manager of Development Applications  
Michael Cooke, Manager of Planning Policy  
Neil Robertson, Manager of Urban Design  
Adam Szymczak, Planner III—Zoning  
Trevor Bennet, Manager, Business Process Centre of Excellence  
Lee Anne Doyle, Executive Director/Chief Building Official  
June Liu-Vajko, Technologist  
Dan Lunardi, Manager of Inspections  
Robert Vani, Manager of Inspections  
Wira Vendrasco, Deputy City Solicitor  
Justina Nwaesei, Planner II, Development Review  
Anna Ciacelli, Corporate Policy Coordinator (A)

**1. CALL TO ORDER**

The Chairperson calls the meeting of the Planning and Economic Development Standing Committee to order at 4:29 o'clock p.m.

2. **DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None Disclosed.

3. **ADOPTION OF MINUTES**

Moved by Councillor Dilkens, seconded by Councillor Kusmierczyk,  
**THAT** the minutes of the meeting of the Planning and Economic  
Development Standing Committee held August 11, 2014 **BE ADOPTED** as presented.  
Carried.

Moved by Councillor Dilkens, seconded by Councillor Kusmierczyk,  
**THAT** the minutes of the meeting of the Planning and Economic  
Development Standing Committee (Planning Act Matters) held August 11, 2014 **BE  
ADOPTED** as presented.  
Carried.

4. **REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS**

Item 2 **Application to permit the conversion of 28 residential dwelling units  
fronting Forest Glade Court from rental to condominium tenure**

Moved by Councillor Dilkens, seconded by Councillor Kusmierczyk,  
**THAT** the report of the City Planner dated August 5, 2014 entitled  
“Application to permit the conversion of 28 residential dwelling units fronting Forest  
Glade Court from rental to condominium tenure” **BE DEFERRED** to the October 14,  
2014 Planning and Economic Development Standing Committee Meeting.  
Carried.

5. **COMMUNICATIONS**

None presented.

6. **PRESENTATIONS AND DELEGATIONS**

None.

7. **PLANNING ACT MATTERS**

Item 1 **Application for a Minor Amendment to Zoning By-law 8600, Windsor  
Poirier Inc., 2109 Ottawa Street (Windsor Market Square), redevelop  
the office tower into a residential building with 34 dwelling units**

Adam Szymczak, Planner III—Zoning appears before the Planning & Economic Development Standing Committee and provides a brief outline of the report by the City Planner regarding the request for the minor amendment to zoning by-law 8600 to redevelop the office tower into a residential building with 34 dwelling units.

Karl Tanner—Consultant for the Developer

Karl Tanner, Consultant for the Developer, appears before the Planning & Economic Development Standing Committee and provides comment regarding the report by the City Planner regarding the request for the minor amendment to zoning by-law 8600 to redevelop the office tower into a residential building with 34 dwelling units. He states that currently only the 2 top floors are permitted residential and the change to the zoning will allow the complete tower to allow a residential use.

Victoria Cross—Resident

Victoria Cross, Resident, appears before the Planning & Economic Development Standing Committee and provides comment regarding the report by the City Planner regarding the request for the minor amendment to zoning by-law 8600 to redevelop the office tower into a residential building with 34 dwelling units indicating that allowing this change might cause the market square to be closed in the future. She also indicates that a parking/traffic study hasn't been completed and worries about parking in the area. She fears that the commercial uses in the office tower will be affected by this zoning amendment request, suggesting that a deferral might be in order to consult with surrounding residents.

Karl Tanner responds to some concerns by the resident indicating that he is unaware of any proposed plan for closure of the market square. This minor amendment would allow for the conversion of underused office space in the tower to become residential. A traffic study is not required for a development of 34 units. He reiterates that this is not a condominium conversion application but a rental facility.

Barb Bjarneson inquires about the potential loss of commercial tenants and potential smells that may affect the residents in the building. Mr. Tanner indicates that there isn't anything stopping the Commercial units from continuing to operate on the site, although the owner would discuss that with the tenants as part of their lease agreement. There is a series of doors and areas that separate the market from the residential units and he doesn't believe there would be any adverse effects to the potential tenants. There are adequate parking areas for the residential units that are being requested.

Councillor Payne inquires as to the demand in the area for residential rental units.

Mr. Tanner indicates that he believes his client would have done an analysis to determine needs in the area prior to undertaking this development.

Councillor Sleiman inquires about the accessible parking in the area for the residential units.

Mr. Tanner indicates that the accessible parking will be close to the building in consultation with administration as appropriate parking has to be provided and in compliance with corresponding legislation.

Lee Anne Doyle, Executive Director/Chief Building Official appears before the Planning & Economic Development Standing Committee indicating a change of use permit would be required in compliance with current building codes and application for other permits may be necessary.

Don Wilson, Manager of Development Applications appears before the Planning & Economic Development Standing Committee and indicates that there is currently an area for the tenants of the commercial building designated for parking in the area and further adjustments can be discussed with administration during the site plan control stage.

Moved by Councillor Dilkens, seconded by M. Baker

That an amendment to Zoning By-law 8600 **BE APPROVED** changing the zoning of Parts 1 to 5, Plan 12R-15988, situated at the southwest corner of Ottawa Street and Walker Road, known municipally as 2109 Ottawa Street, by deleting Section 20(1)104 and replacing it with the following:

“104. For the lands comprising Parts 1 to 5, Plan 12R-15988, situated on the southwest corner of Ottawa Street and Walker Road, the following additional regulations shall apply:

- building
- (i) A service station shall be an additional permitted use;
  - (ii) Maximum building height-25 metres; for an existing building
  - (iii) Minimum lot frontage 6 metres;
  - (iv) Minimum lot area-3,600 square metres;
  - (v) Dwelling units in an existing building shall be an additional permitted use and that Section 15(2)(a)(vii) shall not apply. [ZDM 7; ZNG/4203]”

Carried.

#### **Item 6 Outcome of Development Approval Business Process Review Project**

Thom Hunt, City Planner/Executive Director appears before the Planning & Economic Development Standing Committee and provides a brief outline of the report regarding outcome of Development Approval Business Process Review Project, highlighting the necessity to review the operations of the Planning and Building Departments resulting in 88 business process improvements. Budget impacts have affected the processes and caused fundamental staffing losses.

Trevor Bennet, Manager, Business Process Centre of Excellence

Trevor Bennet, Manager, Business Process Centre of Excellence, appears before the Planning & Economic Development Standing Committee and provides a summary of the methodology process involved in the review which was a collaborative process. Salient points of discussion include:

- Understanding customer expectations—surveying stakeholders
- Understanding the current state—mapping out current business processes
- Brainstorming Process Improvements—including planning and secondary staff
- Evaluated Business Processes—scores on benefits/cost/risk

Neil Robertson, Manager of Urban Design

Neil Robertson, Manager of Urban Design, appears before the Planning & Economic Development Standing Committee and elaborates on the consultation stage and some of the results including some of the requests/desires of customers/developers.

Councillor Sleiman leaves the meeting at 5:12 o'clock p.m.

Michael Cooke, Manager of Planning Policy

Michael Cooke, Manager of Planning Policy, appears before the Planning & Economic Development Standing Committee and elaborates on the areas of Heritage Planning and Economic Development Applications. Heritage preservation was outlined by the stakeholders as important. Planning administration will strive to become involved early in the heritage application process to simplify the process. Economic Development Applications will also be addressed earlier in terms of administration involved in the process and that this early engagement will result in positive outcomes.

Don Wilson, Manager of Development Applications

Don Wilson, Manager of Development Applications appears before the Planning & Economic Development Standing Committee reiterating that early consultation in the process is key to a positive outcome. It was indicated that the public would like all Development applications to be dealt with concurrently and early on. Both building and Planning departments will be involved in the process resulting in more oversight and less risk involved which will result in an improved expedient process.

Councillor Kusmierczyk inquires as to whether there is a trigger/threshold determining the activation of the Development Triage Team.

Thom Hunt indicates the Team will meet every two weeks and determine based on the application, what single process will be followed that addresses the needs of the application. This process has been implemented and has been successful thus far. Some organizational changes in the Building/Planning departments will result in governance changes resulting in improvement across the departments.

Councillor Payne congratulates Mr. Hunt on the process review and inquires about concerns regarding meeting too often and potential for no action occurring during this time.

Thom Hunt provides detail on how the process and the meetings will benefit the outcome and assures the members that administration would rather not meet more than necessary but wants the process to be successful.

Councillor Dilkens inquires as to when the 88 items will be put into effect. Thom Hunt indicates that some have already been implemented, most will be put in place in 18 months, and a few of the items are more long term.

Moved by Councillor Dilkens, seconded by M. Baker

That the report entitled "Outcome of Development Approval Business Process Review Project" **BE RECEIVED** for information and that the City Planner/Executive Director **BE DIRECTED** to report back to the Committee in 18 months regarding progress on implementing these recommendations.

Carried.

Councillor Sleiman was absent at the time the vote was taken.

The Chairperson acknowledges the pending retirement of Lee Anne Doyle, and reiterates the value and knowledge she has brought to her roles with the City, and wishes her well on behalf of the committee.

8. **COMMITTEE MATTERS**

None noted.

9. **ADMINISTRATIVE ITEMS**

Item 3 **Request to close part of the east-west and north-south alleys located east of Elsmere Avenue, north of Tecumseh Road East, abutting 850, 860 & 870 Tecumseh Road East**

Justina Nwaesei, Planner II, Development Review, appears before the Planning & Economic Development Standing Committee and provides a brief outline of the request to close part of the east-west and north-south alleys located east of Elsmere Avenue, north of Tecumseh Road East, abutting 850, 860 & 870 Tecumseh Road East, indicating that the portion of the alley which has an impact to the neighbouring resident's garage at 1768 Elsmere will not be closed referred to as Part 2 in the drawings, recommending closure of Part 1 only.

Wendy Leclair, Resident

Wendy Leclair, resident, appears before the Planning & Economic Development Standing Committee expressing concern with the request to close part of the east-west and north-south alleys located east of Elsmere Avenue, north of Tecumseh Road East, abutting 850, 860 & 870 Tecumseh Road East providing details regarding the alley being used all the time as well as graffiti/vandalism issues in the area.

Carl Grossi, Applicant

Carl Grossi, applicant, appears before the Planning & Economic Development Standing Committee regarding the request to close part of the east-west and north-south alleys located east of Elsmere Avenue, north of Tecumseh Road East, abutting 850, 860 & 870 Tecumseh Road East indicating that he is attempting to beautify the area and address the vandalism/graffiti concerns. He is concerned with the turning radius in the alley and his fence being damaged if the closure is not allowed.

The Chairperson assures Ms. Leclair that property standards issues can be addressed through the proper process through by-law enforcement as well as her concerns with accessing the alley are dealt with through the alley closure process.

Moved by Councillor Payne, seconded by Councillor Kusmierczyk

I. That the portion of the 4.3 metre (14 feet) wide east-west alley and the portion of the 3.6 meter (12 feet) wide north-south alley located east of Elsmere Avenue, north of Tecumseh Road East, shown as Part 1 on Drawing No. CC-1657 attached hereto as Appendix "A", **BE CLOSED AND CONVEYED** to the abutting property owners, subject to the following:

i. Easements, subject to their being accepted in the City's standard form and in accordance with the City's standard practice, be granted to:

- Bell Canada
- Cogeco Cable Canada LP
- Enwin Utilities Ltd.

ii. Conveyance Cost **BE SET** as follows:

- Abutting properties zoned RD1.2: \$1.00 plus deed preparation plus proportionate share of survey cost
- Abutting properties zoned CD3.3: \$10.00 per square foot (\$107.64 per square metre) with no easements and \$5.00 per square foot (\$53.82 per square metre) with easements – survey cost and deed preparation are in addition

II. That, prior to the conveyance of PART 1 on Appendix "A", the applicant shall contribute the sum of \$5,000 to the City to cover the cost associated with the relocation of the existing storm drain catch basin outside the

limits of the subject area of closure, by the City of Windsor Operations Department.

III. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing Number. CC-1655, **attached** hereto as Appendix "A"

IV. That The City Planner, or designate, **BE AUTHORIZED** to publish the required legal notice

V. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s)

VI. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor

VII. That the matter **BE COMPLETED** electronically pursuant to By-law Number 366-2003.

Carried.

Councillor Sleiman was absent at the time the vote was taken.

Item 4 **Request to close the north-south alleys located east and west of St. Patrick's Avenue, east of Askin Avenue and west of Randolph Avenue, between Kenora and Ojibway Streets**

Justina Nwaesei, Planner II, Development Review, appears before the Planning & Economic Development Standing Committee and provides a brief outline of the request to close the north-south alleys located east and west of St. Patrick's Avenue, east of Askin Avenue and west of Randolph Avenue, between Kenora and Ojibway Streets recommending closure of the above mentioned property.

Moved by Councillor Dilkens, seconded by Councillor Payne

I. That the 4.3 metre (14 feet) wide north-south alleys located east and west of St. Patrick's Avenue, east of Askin Avenue and west of Randolph Avenue, between Kenora and Ojibway streets, as shown on Drawing No. CC-1662 **attached** hereto as Appendix "A", **BE ASSUMED** for subsequent closure;

II. That the 4.3 metre (14 feet) wide north-south alleys located east and west of St. Patrick's Avenue, east of Askin Avenue and west of Randolph Avenue, between Kenora and Ojibway streets, as shown on Drawing No. CC-1662 **attached** hereto as Appendix "A", **BE CLOSED AND CONVEYED** to the abutting property owners, subject to the following:



iii. Conveyance Cost **BE SET** as follows:

- Abutting properties zoned HRD1.4 or RD1.4: \$1.00 plus deed preparation plus proportionate share of survey cost.
- Abutting City-owned land in the South Cameron Woodlot: retain ½ of the alley width of municipal purposes for consolidation into the South Cameron Woodlot

III. That The City Planner **BE REQUESTED** to supply the appropriate legal description, in accordance with Drawing Number. CC-1662, ***attached*** hereto as Appendix "A"

IV. That The City Planner, or designate, **BE AUTHORIZED** to publish the required legal notice

V. That The City Solicitor **BE REQUESTED** to prepare the necessary by-law(s)

VI. That The Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary documents approved as to form and content satisfactory to the City Solicitor

Carried.

Councillor Sleiman was absent at the time the vote was taken.

Item 5 **Response to CQ 33-2010**

Moved by Councillor Dilkens, seconded by Councillor Payne

That the report authored by the Senior Planner, Local Economic Development entitled "CQ33-2010" regarding the joint marketing of the Brownfield Redevelopment Community Improvement Plan by the City of Windsor and Windsor-Essex Economic Development Corporation **BE RECEIVED** for information.

Carried.

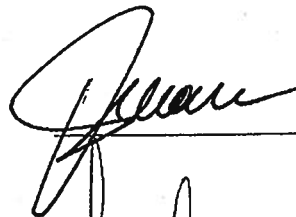
Councillor Sleiman was absent at the time the vote was taken.

10. QUESTION PERIOD

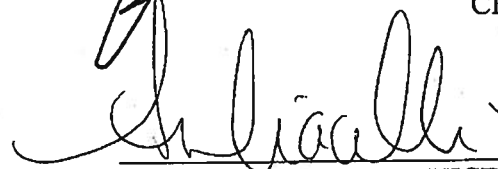
None.

11. ADJOURNMENT

There being no further business, the meeting is adjourned at 5:54 o'clock p.m.



CHAIR



SUPERVISOR OF COUNCIL SERVICES (A)

A meeting of the Planning & Economic Development Standing Committee is held this day commencing at 4:30 pm in Council Chambers, there being present the following members:

Councillor Marra (Chair)  
Councillor Dilkens (Vice-Chair)  
Councillor Sleiman  
Councillor Payne  
Councillor Kusmierczyk

**Citizens**

Merrill Baker  
Barbara Bjarneson

**Regrets**

**Delegations**

Victoria Cross  
Randall Lamore

***Also present are the following from Administration:***

Wira Vendrasco, Deputy City Solicitor  
Thom Hunt, City Planner  
Don Wilson, Manager of Development Applications  
Adam Szymczak, Planner III  
Justina Nwaesei, Planner II  
Michael Cooke, Manager Planning Policy  
Neil Robertson, Manager Urban Design  
June Liu-Vajko, Public Works  
Lee Anne Doyle, Executive Director/Chief Building Official  
Rob Vani, Manager of Inspections (West)  
Dan Lunardi, Manager of Inspections (East)  
Anna Ciacelli, Supervisor of Council Services (A)

**1. CALL TO ORDER**

The Chair calls the meeting to order at 4:29 pm.

**2. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None.

**ADOPTION OF MINUTES**

Ms. Bjarneson abstains.

Moved by Councillor Dilkens, seconded by Councillor Kusmierczyk.

**THAT** the minutes of the meeting of the Planning & Economic Development Standing Committee held Monday, August 11, 2014 BE ADOPTED.

Carried, **UNANIMOUSLY**.

**3. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS**

The Chair advises the Committee of the letter received from the GSP Group regarding their application for Condo Conversion, requesting the application be deferred and will be cover the cost of \$916 associated with the deferral.

Moved by Councillor Dilkens, seconded by Councillor Kusmierczyk.

**THAT** the item be deferred to the October Planning & Economic Development Standing Committee Meeting.

Carried **UNANIMOUSLY**.

**4. COMMUNICATIONS**

**5. PRESENTATIONS AND DELEGATIONS**

Victoria Cross  
Randall Lamore

**6. PLANNING ACT MATTERS**

The Chair asks if there are any delegates present for any of the items.

Item 1 **WINDSOR POIRIER LTD. – 2109 Ottawa St.**

Adam Szymczak is introduced as the author of the report. The recommendation is for approval.

Karl Tanner (agent) – Dillon Consulting – Notes the applicant is in complete support of the recommendations and will answer any questions. Mr. Tanner also provides a visual aid to assist in comprehension and location of the building in question.

Victoria Cross (resident) – 1337 Windemere Rd. –Notes several concerns from area residents,:

- 1) Residents fear Market Square may be eliminated in the long-term
- 2) Concern over traffic increase
- 3) Currently there are offices (medical, dental) occupied within. This is a convenience for area residence. Concern is that they will be vacated for residential use.
- 4) Concern that the multi-functional properties of the site would be diminished.

Ms. Cross also notes it doesn't appear the Ottawa Street BIA was consulted. Advises there are many vacant sites on Ottawa St., including residential apartments.

Ms. Cross requests the decision to approve the zoning application be deferred until Mr. Poirier can meet with area residents regarding his plans and obtain comments/suggestions for the area.

The Chair calls Randall Lamore. Mr. Lamore is not present.

The Chair asks if there's anyone else in the audience that wishes to speak on the item? Seeing none, the Chair turns it over to Mr. Tanner to respond to some of the concerns expressed.

Mr. Tanner addresses the resident's concerns as brought forth by Ms. Cross advising:

- 1) The applicant has no intention of closing the Market Square. The intent is to make use of the tower building that is not being fully utilized.
- 2) Because there are under 40 units, there was no need for a Traffic Study. There is immediate access to collector roads and sufficient parking in place. The applicant intends to re-strip the parking lot and add reserved parking signs for the tenants. If there was an issue, Traffic would have insisted on a Traffic Study. Mr. Tanner notes this is not a condo unit, it is a rental.

Ms. Bjarneson addresses the concern area residents had regarding the current office spaces occupied by tenants. Mr. Tanner acknowledges the tenants. The intent is to allow the leases to run through. There is nothing from stopping the building to be utilized as Mixed Use allowing for some offices and some residential. The long-term plan is to convert the building into completely residential (tower portion). The balance of the site remains as is.

Ms. Bjarneson wishes confirmation, having residential units would only increase clientele in the Market Square, thus ensuring it remains open. Mr. Tanner concurs.

Ms. Bjarneson asks if there are concerns of having some of the noise or odours permeating into the proposed residential units. Mr. Tanner advises that although there's a labyrinth of passages, the building itself is a separate building. The building is on a separate HVAC.

Ms. Bjarneson notes concerns over parking alongside Ottawa St. frontage as easy targets for vandalism. Ms. Bjarneson acknowledges that Police had no concern. Mr. Tanner notes ample lighting and that there has been no issue to date. The plan is to have designated parking spots.

Ms. Bjarneson asks if the BIA was contacted? Mr. Tanner advises they did not. The area is not part of the Ottawa Street BIA. Notification of the BIA would be the responsibility of the Planning Department.

Councillor Payne brings up Ms. Cross' mention of several vacant residential units in the area and asks Mr. Tanner if his client sees a demand for units in this building? Mr. Tanner advises his client feels there is a market for residential rental units.

Councillor Payne notes the building was designed as a commercial building. Mr. Tanner advises it was. It's a poured in place concrete built in around 1910/1915. Councillor Payne asks if the code it was built under will be enough for residential? Mr. Tanner advises that the building is well built and sturdy and will be retrofitted and brought up to code.

Councillor Sleiman inquires about accessible parking spaces and whether they'll be closer to the building? Mr. Tanner advises they are and will continue to be closer to the building but will be resized to meet current by-laws.

Councillor Kusmierczyk inquires if there's any concern over dents & dings due to proximity with clientelle at the Market Square? Will the parking be shifted/separated from the rest of the lot? Mr. Tanner advises the location will roughly stay the same.

The Chair makes a comment noting how fortunate to have a local company repurpose the site within the community and to continue to invest and create a nice environment for area residents.

Ms. Bjarneson poses a question to Administration regarding parking, being that there is no Site Plan process to be involved. Ms. Doyle responds, advising there will be a Change of Use permit required by the Building Department which will address any Building Code issues that will need to be addressed and brought up-to-date where necessary, including fire alarms etc.

Ms. Bjarneson notes concern over parking safety and location, given there will be no Site Plan Control to impose requirements. Mr. Wilson advises there is a Site Plan Control Agreement existing on the property. To his knowledge, the parking lot directly north of the building is already assigned to the building and designated. There are also handicap spaces allocated. Any changes can be handled through a Minor Change to the existing Site Plan Agreement.

Moved by Councillor Dilkens, seconded by M. Baker.

THAT an amendment to Zoning By-law 8600 **BE APPROVED** changing the zoning of Parts 1 to 5, Plan 12R-15988, situated at the southwest corner of Ottawa Street and Walker Road, known municipally as 2109 Ottawa Street, by deleting Section 20(1)104 and replacing it with the following:

- "104. For the lands comprising Parts 1 to 5, Plan 12R-15988, situated on the southwest corner of Ottawa Street and Walker Road, the following additional regulations shall apply:
- (i) A service station shall be an additional permitted use;
  - (ii) Maximum building height - 25 metres; for an existing building
  - (iii) Minimum lot frontage - 6 metres;
  - (iv) Minimum lot area - 3,600 square metres;
  - (v) Dwelling units in an existing building shall be an additional permitted use and that Section 15(2)(a)(vii) shall not apply. [ZDM 7; ZNG/4203]"

Ms. Bjarneson notes her support of providing more services in one area for local residents.

The Chair asks Mr. Szymczak if he stands by his recommendations. Ms. Szymczak stands by his recommendation.

Motion **CARRIED, UNANIMOUSLY.**

Item 6 **Outcome of Development Approval Business Process Review Project.**

Mr. Hunt provides information of improvements to the Development Process with the help of Mr. Cooke, Mr. Robertson, Mr. Wilson and Mr. Bennett providing additional information.

The Chair acknowledges Ms. Lee Anne Doyle for her years of service, congratulating her on her upcoming retirement. Ms. Bjarneson adds her well wishes.

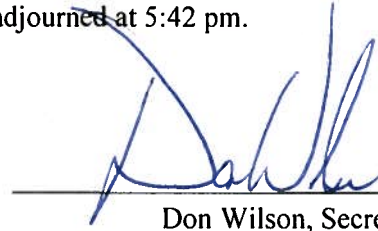
The Chair concludes the Planning Act portion of the meeting.

There being no further business, the meeting is adjourned at 5:42 pm.



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Councillor Bill Marra, Chair



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Don Wilson, Secretary

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