

## Development & Heritage Standing Committee Meeting Agenda

**Date:** Tuesday, August 6, 2024

**Time:** 4:30 o'clock p.m.

**Location:** Council Chambers, 1<sup>st</sup> Floor, Windsor City Hall

All members will have the option of participating in person in Council Chambers or electronically and will be counted towards quorum in accordance with Procedure By-law 98-2011 as amended, which allows for electronic meetings. The minutes will reflect this accordingly. Any delegations have the option to participate in person or electronically.

### **MEMBERS:**

Ward 1 – Councillor Fred Francis

Ward 4 - Councillor Mark McKenzie

Ward 7 - Councillor Angelo Marignani

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison (Chairperson)

Member Anthony Arbour

Member Joseph Fratangeli

Member Daniel Grenier

Member John Miller

Member Charles Pidgeon

Member Robert Polewski

Member Khassan Saka

Member William Tape

## ORDER OF BUSINESS

Item #	Item Description
1.	<b>CALL TO ORDER</b>

READING OF LAND ACKNOWLEDGMENT

We [I] would like to begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. The City of Windsor honours all First Nations, Inuit and Métis peoples and their valuable past and present contributions to this land.

2.	<b>DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF</b>
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3.	<b>REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS</b>
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4.	<b>COMMUNICATIONS</b>
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5.	<b>ADOPTION OF THE <i>PLANNING ACT</i> MINUTES</b>
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5.1.	Adoption of the Development & Heritage Standing Committee minutes ( <i>Planning Act</i> ) of its meeting held July 2, 2024 ( <b>SCM 228/2024</b> )
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6.	<b>PRESENTATION DELEGATIONS (<i>PLANNING ACT</i> MATTERS)</b>
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7.	<b><i>PLANNING ACT</i> MATTERS</b>
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7.1.	Zoning By-law Amendment Application for property municipally known as 1920 Grove Avenue; Applicant: Olivia Construction Homes Ltd.; File No. Z-016/24, ZNG/7206; Ward 2 ( <b>S 96/2024</b> )
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8.	<b>ADOPTION OF THE MINUTES</b>
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8.1.	Adoption of the Development & Heritage Standing Committee minutes of its meeting held July 2, 2024 ( <b>S 205/2024</b> )
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**9. PRESENTATIONS AND DELEGATIONS (COMMITTEE ADMINISTRATIVE MATTERS)**

**10. HERITAGE ACT MATTERS**

10.1. Community Heritage Fund Request – 3069 Alexander Ave, Masson-Deck House (Ward 2) **(S 99/2024)**

10.2. Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3) **(S 72/2024)**

**Clerk's Note:** Administration is providing the *attached* additional information **(AI 17/2024)**

10.3. Request for Partial Demolition and Removal from Municipal Heritage Register for Heritage Listed Property – 232 Thompson Boulevard, House (Ward 6) **(S 90/2024)**

**11. ADMINISTRATIVE ITEMS**

11.1. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Riverside Horizons Inc. for 3251 Riverside Drive East (Ward 5) **(S 91/2024)**

11.2. Downtown CIP Grant Application Amendment made by Fouad Badour (Owner) for 509, 515, 521, 527 Marentette Avenue, Ward 3 **(S 87/2024)**

11.3. Amendment to Sign By-law 250-04 for 2545 Howard Avenue, File No. SGN-001/24 - Ward 10 **(S 88/2024)**

**12. COMMITTEE MATTERS**

**13. QUESTION PERIOD**

**14. ADJOURNMENT**



**Committee Matters: SCM 228/2024**

**Subject: Adoption of the Development & Heritage Standing Committee minutes  
(*Planning Act*) of its meeting held July 2, 2024**

**Development & Heritage Standing Committee Meeting**

**Date: Tuesday, July 2, 2024**

**Time: 4:30 o'clock p.m.**

**Members Present:**

**Councillors**

Ward 4 - Councillor Mark McKenzie  
Ward 7 - Councillor Angelo Marignani  
Ward 9 - Councillor Kieran McKenzie  
Ward 10 - Councillor Jim Morrison (Chairperson)

**Councillor Regrets**

Ward 1 - Councillor Fred Francis

**Members**

Member Anthony Arbour  
Member Joseph Fratangeli  
Member Daniel Grenier  
Member Charles Pidgeon  
Member Khassan Saka  
Member William Tape

**Member Regrets**

Member John Miller  
Member Robert Polewski

**PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:**

Kristina Tang, Planner III – Heritage  
Rob Martini, Council Assistant

**ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:**

Jelena Payne, Commissioner, Economic Development  
Thom Hunt, City Planner

Greg Atkinson, Deputy City Planner – Development  
Jason Campigotto, Deputy City Planner - Growth  
Michael Cooke, Manager, Planning Policy / Deputy City Planner  
Patrick Winters, Manager, Development  
Robert Perissinotti, Development Engineer  
Elara Mehriou, Transportation Planner I  
Brian Nagata, Planner II – Development Review  
Justina Nwaesei, Planner III – Development  
Tracy Tang, Planner III – Economic Development  
Laura Strahl, Planner III – Special Projects  
Kevin Alexander, Planner III – Special Projects  
Gabriel Lam, Waterloo – Co-op Planning  
Julia Wu, Waterloo – Co-op Planning  
Danielle Porier, Waterloo – Co-op Planning  
Liyue Qiu, Waterloo – Co-op Planning  
Anna Ciacelli, Deputy City Clerk

### **Delegations—participating via video conference**

Item 7.2 - Abdul Naboulsi, area resident  
Item 7.3 - Tracey Pillon-Abbs, Planning Consultant/Agent  
Item 7.4 - Tracey Pillon-Abbs, Planning Consultant/Agent  
Item 10.1 - Xiaoling Duan, Property Owner  
Item 10.2 - David Mady, V.P. Real Estate Development, Rosati Group  
Item 11.4 - Rhys Trenhaile, co-owner 2770722 Ontario Limited

### **Delegations—participating in person**

Item 7.1 - Jim Dymont, BES, Municipal Planning Consultants  
Item 7.2 - Pawan Khichi, Property Owner and Bryan Pearce, Principal Planner, Baird Architecture Engineering  
Item 7.2 - David French, BA, CPT, Storey Samways Planning Ltd.  
Item 7.2 - Suzanne De Froy, area resident  
Item 7.2 - John Davis, area resident  
Item 7.2 - Vladimir Drobnjakovic, area resident  
Item 7.2 - Chris Kosmidis, area resident  
Item 7.2 - Daniela Fraley, area resident  
Item 7.2 - Reham Glyana on behalf of Hiam Nona & Bassim Jerdow, area residents  
Item 7.2 - Moe Azumi, area resident  
Item 7.3 - Andi Shallvari, Owner  
Item 7.3 - Erik Gerth, area resident  
Item 7.3 - Suzanne Rossini, area resident  
Item 10.3 - Mary Quenneville, property owner  
Item 11.1 - Kyle Edmunds, Dillon Consulting Limited

## 1. CALL TO ORDER

The Chairperson calls the meeting of the Development & Heritage Standing Committee to order at 4:30 o'clock p.m.

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

### Planning Act Matters

Member Daniel Grenier discloses an interest and abstains from voting on Item 7.3 being "Zoning By-law Amendment Application for 0 Bernard Road, Z011/24 [ZNG-7193], Ward 5" as his company has hired the planner on record for the application for one of their projects.

Member Daniel Grenier discloses an interest and abstains from voting on Item 7.4 being "Zoning By-law Amendment Application for 0 Turner Road, Z014/24 [ZNG-7202], Ward 9" as his company has hired the planner on record for the application for one of their projects.

## 3. REQUEST FOR DEFERRALS, REFERRALS OR WITHDRAWALS

None requested.

## 4. COMMUNICATIONS

None presented.

## 5. ADOPTION OF THE *PLANNING ACT* MINUTES

### 5.1. Adoption of the Development & Heritage Standing Committee minutes (*Planning Act*) of its meeting held June 3, 2024

Moved by: Member Daniel Grenier

Seconded by: Member Anthony Arbour

THAT the *Planning Act* minutes of the Development & Heritage Standing Committee meeting held June 3, 2024 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 192/2024

## **6. PRESENTATION DELEGATIONS (*PLANNING ACT* MATTERS)**

N/A

## **7. *PLANNING ACT* MATTERS**

### **7.1. Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide**

Jim Dymont (agent/consultant) – provides a powerpoint presentation of the work completed under the “Streamlining Development Approval” project and is available for questions.

Michael Cooke (author) is available for questions.

Councillor Kieran McKenzie asks if there are any risks as it relates to the general process of planning applications or things to be cognizant as it related to the general process and where we can continue to improve. Jim Dymont states that the City’s Legal Council has minimized any risk that you may have had prior. Councillor McKenzie states that with there is value in consolidating processes but also with having discussions with members of the public in a meeting forum.

Member Daniel Grenier asks for clarification of whether open houses are mandatory for all applications. Mr. Dymont states that there is discretion at the staff level to determine whether it is necessary, and a large multi residential or commercial development would require an open house, but a minor development may not, as staff has delegated authority to determine whether it is required.

Member Grenier asks whether rezoning has flexibility to be presented to the Committee of Adjustment for minor variances or minor rezoning and whether that is based on staff discretion once an application has been received. Mr. Dymont states that this is correct, and that the City has instilled a pre-consultation process to determine an application’s viability and reduces unnecessary costs to applicants.

Councillor Angelo Marignani asks how public consultation streamlining process will work, whether a distance for public notification has been determined and what types of mediums are used for the notification. Mr. Dymont states that the Planning Act provides a required 120-meter distance for consultation and this amended consultation section implements using the internet to send notifications. Michael Cooke states that when staff or proponent have identified the importance and request an open house ward councillors are notified in advance. Mr. Cooke adds that the notification distance is based on the type of meeting such as this statutory Standing Committee meeting which uses a 120-meters distance to capture any property from the subject site. He also states that Planner’s have flexibility to include other surrounding properties to be notified especially for Open House/Information meetings hosted by applicants. Mr. Dymont states that policies were added to adopt standards for posting signs on the proposed development to explain the

development process. Mr. Dymont adds that policies are in place to streamline the affirmation of an application within a shorter timeframe than what the Planning Act states due to technological advances.

Councillor Marignani asks how this amendment to our development process will help bring transparency to the public regarding applications. Mr. Dymont states that the policies requires that a hardcopy of an application be kept for the public to view in the Planning Office, and post copies of all background reports on the internet to be viewed. Mr. Cooke states the public notice is circulated for the initial open house organized by the Developer, which is pre-approved by the City Planner to ensure that the message is clear that the application is not final. Mr. Cooke adds that it is important that the open house has the appropriate administration staff present to answer any questions or concerns that the public may have. The developer is then required to provide a report of the discussion at the open house which is shared with the public. Mr. Cooke adds that this amendment will potentially allow for the Developers to modify their proposals based on comments made by the public before they submit their application. Councillor Marignani agrees that pre-consultation applications allow the public to voice their concern and proposals can be changed.

Councillor Kieran McKenzie asks Administration about any risks with streamlining the process that may occur due to the amendment. Mr. Cooke states that the legislative changes that the province has introduced with the objective to streamline the process, we must be mindful of a Planner's professional responsibility and what is in the best interest of the public for engagement and consultation. Mr. Cooke adds that the process prior was that applications could be deferred at the Standing Committee meeting to provide an opportunity for public consultation. The revised process is intended to reduce the chance of deferral by requiring public open houses to become the normal practise. Mr. Cooke concludes that the pre-consultation process and policies provides a comprehensive information package.

Councillor McKenzie asks if we will get all information needed to make an appropriate decision with streamlining. Mr. Cooke states that the first step includes a statement of viability to inform the applicant and create discussion regarding the application, and stage two requires studies to be completed and results will be shared with the public. Mr. Cooke adds that with the amendment signage will be visible to the neighbourhood, and will inform a wider radius of the community, and eliminate the risk of residents not being aware. Mr. Cooke states that by conducting open house meetings, we also are able to reduce risk by having reports deferred because area property owners will know about a proposal long before it comes to the standing committee.

Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 628**

1. THAT Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
  - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
  - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
  - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;
  - d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
  - e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
  - f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
  - g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,
2. THAT the Terms of Reference – Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,
3. THAT Administration continue to give consideration to matters which could further assist with streamlining the development approval process and **REPORT BACK** on any options or parameters regarding the delegation of authority to Administration.

Carried.

Report Number: S 22/2024  
Clerk's File: Z/14733

Councillor Jim Morrison leaves the meeting at 6:05 o'clock p.m. and Councillor Kieran McKenzie assumes the chair.

Councillor Jim Morrison returns to the meeting at 6:09 o'clock p.m. and Councillor Kieran McKenzie returns to his seat at the Council Table.

### **7.3. Zoning By-law Amendment Application for 0 Bernard Road, Z-011/24 [ZNG-7193], Ward 5**

Brian Nagata (author), Planner II – Development Review, presents application.

Tracey Pillon-Abbs (agent) and Andi Shallvari (applicant) is available for questions.



Erik Gerth (area resident) has concerns that the proposed semi-detached dwelling development does not match the surrounding single residence homes found in the neighbourhood nor does it suit the character of the neighbourhood. Mr. Gerth shows concerns about the tenant occupancy, lack of parking available in the neighbourhood, change of character of the neighbourhood and lack of communication regarding the development.

Suzanne Rossini (area resident) has concerns of changing the bylaw and the correlation to increased crime rates with renters occupying the development. Ms. Rossini has concerns for the decrease in property value with more semi-detached dwellings, and the decrease of greenery and tree removal. Ms. Rossini states that she has a petition against changing the bylaw and most of the neighbourhood is opposed to the proposed development, and limited parking available on the street.

Councillor Kieran McKenzie asks whether the property adjacent to the north is separately owned by a different landowner. Ms. Pillon-Abbs states that yes, the land has been severed previously and is not owned by the applicant.

Councillor Kieran McKenzie asks about the condition relating to parking on site. Ms. Pillon-Abbs confirms that currently the development proposes two units total with no additional dwelling units (ADU). Ms. Pillon-Abbs states that parking will be provided in the front yards with private driveways, which will accommodate the minimum parking requirements, and the two trees will remain on the property and be protected. Ms. Pillon-Abbs adds that the dwelling will be severed along the common wall for separate ownership. Ms. Pillon-Abbs states that the only relief requested is for lot area and minimum frontage due to the subject property being a smaller lot.

Councillor Kieran McKenzie asks about the width of the lot and the accommodations required with a smaller lot width. Brian Nagata states that there are a wide variety of lot widths within the block. Councillor McKenzie asks why we are recommending this proposal where lot width would typically be a concern for other applications. Mr. Nagata states that the proposed development would make it very hard to build an ADU later, and the majority of the surrounding single-family dwellings could build ADUs as-of-right, achieving a total of three dwelling units and a higher density. Mr. Nagata also states that the development is limited due to the parking requirements for ADUs, which can not be accommodated on the subject property. Councillor McKenzie asks if the subsequent owner would have to go ask for a variance. Mr. Nagata confirms that an application would have to be presented to the Committee of Adjustment to request relief from the ADU parking requirements.

Councillor Kieran McKenzie asks if a subsequent administration at the Committee of Adjustment would conclude if they were to look at today's decision that there was deliberate intention to not allow for an ADU on site. Mr. Nagata states that when an application is presented to the Committee of Adjustment, previous Planning Act

applications should be reviewed and taken into consideration when the Planner develops their recommendation.

Councillor Mark McKenzie inquires whether an ADU would be approved at this site if the City were to eliminate minimum parking requirements city wide. Mr. Nagata defers to management. Greg Atkinson states that elimination of minimum parking requirements may apply to certain types of development, and it may not apply to low-profile development, where typically one parking spot per dwelling unit is required. Mr. Atkinson continues to state that comments will be taken into consideration when conducting an analysis, with a subsequent report to council with recommendations.

Councillor Mark McKenzie asks if there are any other semi-detached units on Bernard Road and whether this would be the first. Mr. Nagata states that based on records, the surrounding homes are single family dwellings with a variety of styles within the block and will be the first semi-detached dwelling.

Councillor Marignani asks for clarification of the sanitary ejector pump system option for flooding mitigation. Chair Jim Morrison defers the question to Engineering. Patrick Winters states that he does not anticipate that the units require a sanitary ejector pump as the existing houses are fed with gravity feeds, and if there are concerns about basement flooding, back water fills can be installed which is a requirement of new builds.

Councillor Marignani asks what the length of the driveway is. Mr. Nagata states the length is six meters which is typical of private property.

Councillor Marignani asks about the square footage of each unit. Mr. Nagata defers the question to Ms. Pillon-Abbs who defers to Andi Shallvari. Mr. Shallvari states that the gross floor area is approximately 155.0 m<sup>2</sup>.

Councillor Marignani asks whether there will be a half basement that will require excavation. Ms. Pillon-Abbs states that it will be an unfinished basement.

Councillor Kieran McKenzie asks how this development is compatible and consistent with development patterns in the surrounding neighbourhood and confirmation that a diverse mix of building types is preferred versus identical. Mr. Nagata states that there is a wide variety of different styles of homes in the area which is preferred over identical homes, and the development is complimentary within the block. Mr. Nagata states that his review had included lot areas and coverage, age of the homes, and other factors to confirm that the development would fit in the neighbourhood.

Member Anthony Arbor states that this development creates a change in the neighbourhood where there are only single-family homes and now introducing duplexes with the possibility of ADUs may fundamentally shift the neighbourhood. Mr. Nagata states that it would be difficult to establish ADU's on the subject property due to the small lot size. Mr. Nagata notes that the majority of single unit dwellings on the block could establish two ADU's without the need for any Planning Act approvals, resulting in a total of three dwelling units and a higher density than the proposed semi-detached dwelling.

Member Arbor states that this development is turning a small lot into a larger home than the surrounding neighbourhood which is not consistent. Mr. Nagata states that the height and setback provisions do comply with this development.

Councillor Mark McKenzie states he does not feel comfortable supporting the development currently as there are no other semi-detached dwellings in the neighbourhood.

Councillor Kieran McKenzie states he is disappointed and believes that Council will make the appropriate decision. This is a small duplex and administration has done a good job at evaluating the development and has determined it is appropriate for the neighbourhood, and this development will not destroy the fabric of the neighbourhood.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 630**

THAT the report of the Planner II - Development Review dated May 14, 2024 entitled "Zoning By-law Amendment Application for 0 Bernard Road, Z011/24 [ZNG-7193], Ward 5" **BE DENIED**.

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Councillors Kieran McKenzie and Jim Morrison voting nay.

Report Number: S 65/2024

Clerk's File: Z/14744

#### **7.4. Zoning By-law Amendment Application for 0 Turner Road, Z-014/24 [ZNG-7202], Ward 9**

Brian Nagata (author), Planner II – Development Review, is available for questions.

Tracey Pillon-Abbs (agent) is available for questions.

Tracey Pillon-Abbs states that the applicant fully supports administrations recommendation but there is some disagreement with the recommended minimum landscape open space yard requirement. Ms. Pillon-Abbs states that the applicant wishes to request a smaller minimum with the potential for green rooftop on the main building and carport for additional landscaping, but the applicant is not ready to commit to build at this time. Ms. Pillon-Abbs states that there is not a lot of opportunity for ground landscaping and recommending that the Committee reconsider the recommendation with respect to landscaping.

Councillor Kieran McKenzie asks Administration for their response to the new landscape open space proposal. Mr. Nagata states that Administration has asked for additional landscaped open space yard to compensate for the requested increase in lot coverage that translates to a higher density development. Mr. Nagata also noted that achieving a higher quality development is an objective of the recommended increase in landscaped open space yard. Mr. Nagata states that Administration would be supportive of having further discussions with the applicant on this matter.

Councillor Kieran McKenzie states that there are storm water management issues in the neighbourhood and a drainage study has been undertaken, and why a revision was required for a stormwater management study and ensuring that there is no heightened risk for flooding. Mr. Patrick Winters states that most often stormwater management studies submitted require revisions, and the revision would have been based on comments provided by the Engineering Department to the consulting engineer, that need to be addressed prior to approval. Mr. Winters states this has since been deemed acceptable by the Engineering Department.

Councillor Kieran McKenzie asks if the area drainage study had any impact on this proposal. Mr. Winters states that the runoff would be consistent with previous existing conditions due to storm water management measures put in place.

Councillor Kieran McKenzie states he is more comfortable supporting Administration's recommendation as there may be some common ground to meet in the middle in regard to the green space.

Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 631**

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning for the lands located on the southeast corner of Moxlay Avenue and Turner Road, described as Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872 [PIN No. 01350-0225 LT], from Residential District 1.1 (RD1.1), to Residential District 3.2 (RD3.2), subject to additional regulations:

#### **508. SOUTHEAST CORNER OF MOXLAY AVENUE AND TURNER ROAD**

- (1) For the lands comprising of Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872, PIN No. 01350-0225 LT, the following shall apply:
  1. Section 5.15.5 shall not apply.
  2. The provisions of Section 12.2.5 shall apply, save and except Subsections 12.2.5.3, 12.2.5.4 and 12.2.5.8.

3. Lot Coverage - maximum 41.6%

For this provision *lot coverage* shall exclude any portion of an *accessory building* covered by a *green roof*.

4. Main Building Height - maximum 10.0 m
5. Front Yard Depth - maximum 0.0 m
6. Landscaped Open Space Yard - minimum 41.6% of lot area

For this provision a *landscaped open space yard* shall include a *green roof* and *soft landscaping* defined as follows:

**“GREEN ROOF** means an area open to the sky, located on the roof of a building and maintained with flowers, grass, shrubs, and/or trees.”

**“SOFT LANDSCAPING** means an area open to the sky, maintained with flowers, grass, shrubs, and/or trees.”

7. A minimum of 390.0 m<sup>2</sup> of *green roof* shall be provided.
8. Notwithstanding Section 25.5.20.1.2 of Table 25.5.20.1, the minimum separation from a *parking area* and Turner Road shall be 1.20 metres, and such separation shall include a 1.20-metre-high ornamental fence spanning the length of the separation, save and except that portion of the separation within 0.30 metres of an *access area*.
9. Notwithstanding Section 25.5.20.1.3 of Table 25.5.20.1, the minimum separation from a *parking area* to the south interior lot line shall be 1.20 metres.
10. Notwithstanding Section 25.5.20.1.6 of Table 25.5.20.1, the minimum separation from a *parking area* to a building wall containing a *habitable room window* shall be 3.50 metres, and such separation shall include a soft landscaping buffer with a minimum depth of 2.00 metres along any building wall containing a *habitable room window*.

[ZDM 12; ZNG/7202]

and,

- II. THAT, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** with an application for Site Plan Approval:

- a. Micro-Climate Study, prepared by Haddad Morgan & Associates Ltd., dated December 30, 2023.
  - b. Planning Rationale Report, prepared by Pillon Abbs Inc., dated April 25, 2024.
  - c. Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, prepared by Acoustic Engineering Ltd., dated November 9, 2023.
  - d. Sanitary Study, prepared by Haddad Morgan & Associates Ltd., dated August 14, 2023.
  - e. Stormwater Management Study, prepared by Haddad Morgan & Associates Ltd., stamped on March 27, 2024.
  - f. Stormwater Management Study Approval Letter, from the Office of the Commissioner of Engineering Services., dated March 27, 2024.
  - g. Tree Inventory & Preservation Study, prepared by a licensed landscape architect, in accordance with Section 10.2.14 of the City of Windsor Official Plan.
  - h. Urban Design Study, prepared by a qualified consultant, in accordance with Section 10.2.12 of the City of Windsor Official Plan; and,
- III. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:
- a. 1.83-metre-high screening fence shall be erected and maintained on the north limit of Lot 1011, Plan 1126, PIN No. 01350-0183 LT.
  - b. 1.83-metre-high screening fence shall be erected and maintained the west limit of the east half of the Closed Alley, Plan 1126, PIN No. 01350-0226 LT.
  - c. Mitigation measures identified in the aforesaid Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, subject to the approval of the Chief Building Official.
  - d. Servicing and right-of-way requirements of the City of Windsor - Engineering Department - Right-of-Way Division contained in Appendix E of this report and measures identified in the aforesaid Sanitary Study and Stormwater Management Study; and,
- IV. THAT the Site Plan Approval Officer **CONSIDER** the following matter in an approved site plan and/or executed and registered site plan agreement:
- e. Energy Strategy prepared by a qualified consultant, in accordance with the [Energy Strategy Terms of Reference](#).

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 79/2024  
Clerk's File: Z/14808

**7.2. Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.**

Justina Nwaesei (author), Planner III – Development Review, presents application.

Bryan Pearce (principal planner) and Pawan Khichi (applicant) are available for questions.

David French (agent) is available for questions. Mr. French states that the application went through a comprehensive review and that the development is appropriate within the context of the neighbourhood where the official plan recognizes the area to be low profile. Mr. French states they are in agreeance with Administration's recommendations.

Suzanne De Froy (area resident) has concerns that this major development is inappropriate and does not conform to the Official Plan. Ms. De Froy states that a Housing Needs Assessment Report was conducted and had a map that identified acreage suitable for densification within the City with appropriate amenities for such a development, and it did not include this area proposed. Ms. De Froy states concerns that the infrastructure in the area is underdeveloped, safety concerns for the lack of bike lanes for pedestrians, cyclists and motorized vehicles on the gravel road, and insufficient traffic measures. Ms. De Froy states that surrounding neighbourhoods over the last few years have had several applications proposed and some approved with common concerns that match the current concerns of residents, and the developer has stated no improvements are needed to the proposal. Ms. De Froy adds that the traffic report is biased. Ms. De Froy states concerns that the proposal does not fit with the existing zoning by-law.

Abdul Naboulsi (area resident) has concerns of uncontrolled urban sprawl, the location is illogical as it does not match the surrounding housing, it will increase traffic and create additional safety concerns in an already unsafe area, and other surrounding areas are already being developed. Mr. Naboulsi has concerns that the Traffic Study had been conducted during a slower time of year and does not reflect accurate traffic volumes. Mr. Naboulsi adds that at the public open house residents voiced their concerns and no solutions were given for their concerns rather to call Windsor Police.

John Davis (area resident) expresses concerns of the proposed development not matching the surrounding neighbourhood, decrease in property value, traffic has increased, and safety is becoming a concern, and whether these units will be rented or sold.

Vladimir Drobnjakovic (area resident) presents a petition and letter from area residents. Mr. Drobnjakovic expresses concerns of lack of sidewalks, lack of transparency and communication regarding the proposed development, and this meeting is being held during the summer where neighbours are on vacation and unable to express their concerns. Mr. Drobnjakovic has concerns about the small radius notification regarding the development, pedestrian/cyclist safety due to the lack of traffic surveys on the affected street, increased traffic on already congested and unsafe roads, lack of parking, proposed housing will decrease property value, development is not consistent with the surrounding neighbourhood, and the development has a lack of road access to main arterial roads.

Daniela Frayley (area resident) has concerns of road safety and infrastructure, no sidewalks for pedestrians or cyclists, lack of parking, and biased traffic impact study without using up to date resources and conducted during low peak time periods. Ms. Frayley has concerns for the safety of the children in the neighbourhood.

Chris Kosmidis (area residents) expresses concerns of lack of bike lanes, pedestrian safety in general and due to the train tracks, increase housing units in area by fifty percent, and the inability for certain residents to voice their concerns regarding the development due to intimidation from the Developer.

Riham Gliana (area resident) has concerns of congestion, safety for children, inappropriate area for this development, major population increase for a small neighbourhood, traffic study was conducted during a slow time period, decrease in property values and this development is not what the area residents want.

Councillor Kieran McKenzie inquires about the claims of the traffic impact study, how it was conducted using the appropriate standards and done so in a way that reflects the true impact of the development, and the analysis from the study and what the consequential change would be at intersections. Mr. French states that when consulting with the City of Windsor certain studies are required and the scope of the study is defined by the City's Transportation Planning Department. Mr. French adds that when a Traffic Engineer signs and stamps a study it is deemed unbiased, and City has reviewed this study with comments and a revised study was submitted these addressing concerns. Mr. French adds that the revised study reviewed by the City had no further comments and was deemed to have met the requirements.

Councillor Kieran McKenzie asks Administration when the traffic impact study (TIS) was conducted, whether objectivity of the study was sound and what the City's analysis was of the study. Elara Mehrilou states that all concerns stated have been considered and reviewed deeming the current format to be satisfactory and the traffic impact on existing intersections will be minimal due to the development.



Councillor Kieran McKenzie asks Administration about the quantifiable changes pre and post development for traffic in terms of trips and the analysis of the additional traffic flow on existing streets as the study was only conducted on the Sixth Concession Road. Ms. Mehrilou states that the TIS scope asked for how the intersection would operate with the additional lots in future years, and the study concluded that there would be minimal impact. Councillor McKenzie asks for the data post development and whether it is available at this point. Patrick Winters states that trip generation numbers and the level of service for the existing intersections are analyzed and it shows that the level of service is not changing post development.

Councillor Kieran McKenzie asks about the impact the development will have on the market value of neighbouring houses and the frontage per unit. Mr. French states that the development proposes townhomes and the middle units which do not require side yards will allow for a smaller lot frontage, and the end units will be slightly larger. Mr. French states these units will not be categorized as affordable housing and will be free hold properties subject to part lot control to subdivide the dwellings and sold. Mr. French states the value cannot be determined at this time but may be similar in price to other townhomes in the city.

Councillor Kieran McKenzie inquires about the interactions at the public open house and the feedback and impact of the number of units on the neighbourhood. Mr. French states that the original plan has changed over the years because of comments received based on the Official Plan Policies and no access for the development onto the Sixth Concession Road. Mr. French states that any comments from the public open house have not been discounted, and Administration was also in attendance, and no changes were required. Mr. French states that the comments from the public had caused the Developer and Administration to revise required studies after the open house, such as traffic impact study.

Councillor McKenzie asks whether Administration has any responses to the area residents' comments regarding the planner's presentation. Ms. Nwaesei clarifies that during her presentation she was identifying which streets do and do not have sidewalks. Ms. Nwaesei states that one of the conditions for the draft plan approval is that the owner must construct a sidewalk from the frontage on the north side Spago to Zurich. Ms. Nwaesei clarifies where bike lanes are located on the Sixth Concession Road. Ms. Nwaesei states that traffic study materials are submitted by the proponent upon the request of Administration, and reviewed by different municipal departments, and her analysis includes reviewing the Official Plan and the Provincial Policy Statement.

Councillor Kieran McKenzie inquires about whether there is a planning best practice or statute or regulations that would prevent ingress/egress off the Sixth Concession Road into the subdivision. Ms. Nwaesei states the secondary plan policy states that we must avoid access from Sixth Concession Road. The secondary plan also requires noise and

vibration studies, and this development is also required to put a noise wall along the Sixth Concession Road. Councillor Kieran McKenzie asks with the increase in traffic and concerns of safety, whether certain requirements/conditions are contained in the planning report for Administration to recommend approval. Ms. Nwaesei agrees.

Councillor Kieran McKenzie inquires whether emergency services have been consulted to determine if services can still be provided within mandated timeframes. Ms. Nwaesei states that Windsor Police and Windsor Fire have been contacted and do not have any concerns.

Councillor Kieran McKenzie asks what would happen if City Council decided to deny the development that is in conformity with the Provincial Statutes and Standards. He also wants to know what would happen upon an appeal to the Ontario Land Tribunal by the developer. Ms. Nwaesei states that should the applicant appeal, the City would have to hire another Planner to present the application.

Councillor Kieran McKenzie asks Mr. Naboulsi to clarify his statement that the development is urban sprawl, as it is considered an infill development. Mr. Naboulsi states that the type of sprawl he is referring to is adding density to a current area that does not have that type of density already. Councillor McKenzie clarifies that this is considered infill development. Mr. Naboulsi states his opposition is to density and the consensus is that neighbours do not want this type of housing, and no opposition would be presented with single family homes.

Councillor Kieran McKenzie clarifies that the Housing Accelerator Fund proposes that areas will not have to go through a zoning process and will be pre-zoned for certain types of development, everything else would go through the normal process such as an amendment. Ms. De Froy states that an independent housing needs assessment report was commissioned identifying acreage for development for densification, and this proposal does not make sense and she questions the location.

Councillor Kieran McKenzie states that the Sixth Concession Road is insufficient and asks Administration to articulate the capacity of the road. Mr. Winters states that an environmental assessment has been completed that includes both Sixth Concession Road and North Talbot. Mr. Winters states that within the ten-year capital plan there is budget monies allocated for North Talbot and the first stage has been completed, with monies still available for the second and third phase. Mr. Winters states that with the environmental assessment, the intention for administration is to reconstruct North Talbot.

Councillor Kieran McKenzie asks if the Sixth Concession Road posed a significant risk for safety due to infrastructure is it currently sufficient to support the development. Mr. Winters states that the Transportation Planning Department has stated that the development will create minimal impact to the existing transportation system, the

environmental assessment does need to be completed, surfacing is self sufficient, and these properties are the last infill properties to be developed.

Councillor McKenzie asks when a traffic impact study analysis is undertaken to what extent does walkability and bike lanes play a role in the decision of the study. Ms. Mehrilou states that these are factors in the TIS and based on her review the current study is seen as satisfactory. Councillor McKenzie asks if this is satisfactory with no walkable areas. Ms. Mehrilou states that the TIS considers vehicles or motorists. Councillor McKenzie asks why it does not consider pedestrians. Ms. Mehrilou states that motorists and vehicles are considered.

Councillor McKenzie asks Thom Hunt if a TIS factor in pedestrian and active transportation users in their analysis. Mr. Hunt defers the question to Transportation Planning. Ms. Mehrilou states that the TIS counts pedestrian at intersections but in terms of improvement it only accounts for motorists. Councillor McKenzie states the impact to pedestrians and cyclists are significant and the current state is unacceptable.

Councillor Marginani inquires about water management system on block six on the draft plan and what type of development will that be. Robert Perissinotti states that it will be an underground water storage system that will be pumped into the Sixth Concession drain, and released at the same current rate and will not be released onto Spago.

Councillor Marginani asks about the square footage of each unit and whether there will be a basement.

Councillor Marginani asks for clarification why Spago is not being used for ingress-egress. Ms. Nwaesei states with respect to the Policy in the North Roseland Secondary Plan, requiring the development to be accessed anywhere other than the Sixth Concession Road, was decided a long time ago and she was not sure why the decision was made. Ms. Nwaesei states the policy was strengthened by requiring Developers to provide a Noise Study if their development abuts the Sixth Concession Road and assumes the reason for the access restrictions on the Sixth Concession Road could be due to either noise or traffic.

Councillor Marginani asks if there will be a sound barrier between the Sixth Concession Road and the development. Ms. Nwaesei confirms with a yes. Councillor Marginani states that the sound barrier would be beneficial for the entire neighbourhood east of the development.

Councillor Mark McKenzie asks why Site Plan Control was not required. Ms. Nwaesei states that based on the Planning Act requirement a subdivision with townhomes with less than ten units each does not require Site Plan Control. Councillor McKenzie clarifies that this is twenty-seven units. Ms. Nwaesei states that collectively there is twenty-seven

units but there are five townhomes each fronting on public right-of-way, but a condominium of this scale would require Site Plan Control.

Councillor Mark McKenzie asks if each of the twenty-seven units could have additional dwelling units. Ms. Nwaesei states that it is no different than existing single unit dwellings. Councillor McKenzie clarifies that there could be a potential of eighty-one units.

Councillor Marginani asks if there will be parking allowed on the cul-de-sac labelled Street A. Ms. Mehrilou states that parking on cul-de-sacs are not permitted throughout the city.

Councillor Marginani asks about the sidewalk on Spago Crescent will continue into the new development and whether that is the responsibility of the developer and then later the City. Ms. Mehrilou states that it will continue in the new subdivision. Ms. Nwaesei states that the developer will be responsible for the construction but that it will be a public sidewalk.

Member Anthony Arbor asks for clarification on the egress onto Sixth Concession Road to lessen public concerns for traffic. Ms. Nwaesei states that she does not know the reasoning behind the policy, but that Council has power to make changes, however the Developer will have to resubmit a new application with an Official Plan Amendment and new revised studies. Mr. Perissinotti states that the Environmental Assessment calls for the Holburn-Sixth Concession Road intersection to be a round-about. Mr. Perissinotti states as per the TAC guidelines, there would not be enough separation between a controlled intersection and another intersection to Sixth Concession Road if a new access point was provided. Chair Jim Morrison states that in a pre-meeting this was discussed as to whether there was a way to provide Sixth Concession Road access and it was determined it was not feasible.

Chair Morrison asks if the public meeting was conducted while seventy-three units were proposed or twenty-seven. Mr. French states it was based on the twenty-seven units.

Councillor Kieran McKenzie asks Mr. French that his Traffic Engineer be present when this application is presented at Council.

Councillor Mark McKenzie states he is not in support of the application to be consistent with last months application in the same neighbourhood to support the residents, the value of their homes and the infrastructure is inadequate for pedestrians and cyclists. Councillor Mark McKenzie states that he does not believe this is responsible planning with the potential of eighty-one units.

Moved by: Councillor Angelo Marignani  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 629**

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3); and,

II. THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

- a) The Owner(s) apply to remove the hold provision; and
- b) Registration of a Final Plan of Subdivision; and,

III. THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **BE APPROVED** subject to the following conditions:

- A. That the Draft Plan Approval shall lapse on \_\_\_\_\_ (3 years from the date of approval);
- B. That this approval applies to the draft plan of subdivision presented on attached Map No. SDN-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject lands;
- D. That the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.
- E. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:
  - 1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).

2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
  - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
  - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
  - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
4. **Sidewalks** -The owner(s) shall agree to:
  - a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
  - b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
    - i. New Street A – along the west boulevard
    - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the *Drainage Act*, to the satisfaction of the City Engineer.

7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.
12. **Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of
  - i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
  - ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
  - iii) 1.0m when drilling parallel to any of Enbridge's pipelines.
13. **Noise and Vibration Control:** The Owner(s) shall, at its entire expense,
  - i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation*

*Measures (excerpt from Appendix B to Acoustical Report) on page 14 of Appendix E attached to this report.*

**14. Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:

- i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
- ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report;
- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

**15. Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

**16. Warning Clause(s):** The Owner(s) shall agree to place the following warning clause in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit within the subject plan of subdivision [Map No. SDN-001/24-1].

- a) Noise Warning -  
*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*
- b) Vibration Warning -  
*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*



17. The Owner(s) shall agree to:

- i) relocate any existing Bell Canada facilities or easements found to be in conflict with the proposed development;
- ii) contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development; and, where the required infrastructure is unavailable, the owner(s) shall agree to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure or demonstrate to the satisfaction of the City Engineer and Chief Building officer that sufficient alternative communication/telecommunication will be provided to enable the effective delivery of communication/telecommunication services for emergency management services.

**NOTES TO DRAFT APPROVAL (File # SDN-001/24)**

1. *The applicant is directed to Section 51(39) of The Planning Act 1990 regarding appeal of any imposed conditions to the Local Planning Appeal Tribunal. Appeals are to be directed to the City Clerk of the City of Windsor.*
2. *It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the City Planner / Executive Director of Planning and Development, quoting the above-noted file number.*
3. *Required agreements with the Municipality will be prepared by the City Solicitor.*
4. *The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the Certification of Titles Act.*
5. *The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of The Planning Act 1990.*
6. *All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.*
7. *Where agency conditions are included in the City's Subdivision Agreement, the Applicant is required to forward a copy of the agreement to the agencies in order to facilitate their clearance of conditions for final approval of this plan; and,*

IV. THAT the City Clerk **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The *Planning Act*; and,

V. THAT the subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the final registration of the Plan of Subdivision; and,

VI. THAT prior to the final approval by the Corporation of the City of Windsor, the City Planner / Executive Director of the Planning and Development shall **BE ADVISED**, in writing, by the appropriate agencies that conditions have been satisfied; and,

VII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor

Carried.

Councillor Mark McKenzie and Member Anthony Arbour voting nay.

Report Number: S 71/2024  
Clerk's File: Z/14781 & Z/14544

## 8. ADJOURNMENT

There being no further business, the meeting of the Development & Heritage Standing Committee (*Planning Act* Matters) portion is adjourned at 9:10 o'clock p.m.

Carried.

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Ward 10 – Councillor Jim Morrison  
(Chairperson)

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Deputy City Clerk / Supervisor of  
Council Services



## Council Report: S 96/2024

**Subject: Zoning By-law Amendment Application for property municipally known as 1920 Grove Avenue; Applicant: Olivia Construction Homes Ltd.; File No. Z-016/24, ZNG/7206; Ward 2**

### Reference:

Date to Council: August 6, 2024  
 Author: Justina Nwaesei, MCIP, RPP  
 Planner III - Development  
 519-255-6543, ext. 6165  
 jnwaesei@citywindsor.ca

Planning & Building Services  
 Report Date: July 16, 2024  
 Clerk's File #: ZB/13468

To: Mayor and Members of City Council

### Recommendation:

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, described as Part Lot 68, Concession 1, PIN 01219-0447 LT, from Residential District 2.1 with a holding prefix (HRD2.1) to Residential District 2.5 (RD2.5) and adding the following site-specific zoning provisions:

**"511 NORTH SIDE OF GROVE AVENUE, BETWEEN JOSEPHINE AVENUE AND PARTINGTON AVENUE**

For the land comprising Part Lot 68, Concession 1, PIN 01219-0447 LT, all permitted uses shall be subject to the following additional provisions:

- |   |                |
|---|----------------|
| a) Main Building Height - maximum                   | 11.0 m         |
| b) Front Yard Depth – maximum                       | 20.3 m         |
| c) Rear Yard Depth – minimum                        | 5.48 m         |
| d) Loading space – minimum                          | 0              |
| e) Exterior finish for all dwelling types – minimum | 50% face brick |
- [ZDM 4; ZNG/7206]"

- II. THAT the Site Plan Approval Officer **BE DIRECTED** to consider the municipal departments and external agencies' requirements found in Appendix D of this Report in the Site Plan Approval process and incorporate the Engineering Department's requirements and other appropriate/necessary requirements in the Site Plan Agreement for the proposed development on the subject land.

## Executive Summary:

On May 16, 2024, the Planning Department received an application for zoning by-law amendment for the property known as 1920 Grove Avenue. Olivia Construction Homes Ltd. is the applicant. The Planning Department assigned file numbers Z-016/24; ZNG/7206 to the application. The application was deemed complete on June 24, 2024 and processing began.

Materials received for the subject application were uploaded on the city's website and the Planning Department circulated the application materials to municipal departments and external agencies for comment. The comments received are attached as APPENDIX D to this report. The comments in Appendix D and the required support studies were reviewed and considered in the preparation of this report.

This planning report contains different sections and subsections (headings and subheadings). The intent of this executive summary is to assist the reader in understanding the contents of this report. Below is a chronological synopsis of the content of each section in this report:

The **RECOMMENDATION** SECTION of this report contains the planner's recommendation to Council.

The **BACKGROUND** SECTION of this report includes (i) the Key Map – showing the location of the subject lands, (ii) Recent Rezoning Approval on the subject land – which changed the zoning of the subject land from institutional to residential for a future subdivision, (iii) Current Application Information, (iv) Site Information, (v) Rezoning Map, and (vi) Neighbourhood characteristics – Neighbourhood Map, Surrounding land uses and existing Municipal infrastructure.

The **DISCUSSION** SECTION of this report contains planning analysis - a review and analysis of the (i) Provincial Policy Statement 2020, (ii) Official Plan Volume 1, (iii) Zoning By-law 8600, (iv) Site Plan Control and other matters relevant to the recommended amendment.

The **RISK ANALYSIS** SECTION is 'not applicable' given that this is a Planning Act matter.

The **CLIMATE CHANGE RISKS** SECTION addresses Climate Change Mitigation and Adaptation pertaining to the proposed development on the subject lands.

The **FINANCIAL MATTERS** SECTION is 'not applicable' since this is a Planning Act matter.

The **CONSULTATION** SECTION provides a brief summary of Public consultations that have either occurred, or will occur later (as in the case of the statutory Public meeting that will occur later). This section also includes consultation with municipal departments and external agencies and some highlights of their comments.

The **CONCLUSION** SECTION contains a summary of the planning opinion on the subject rezoning.

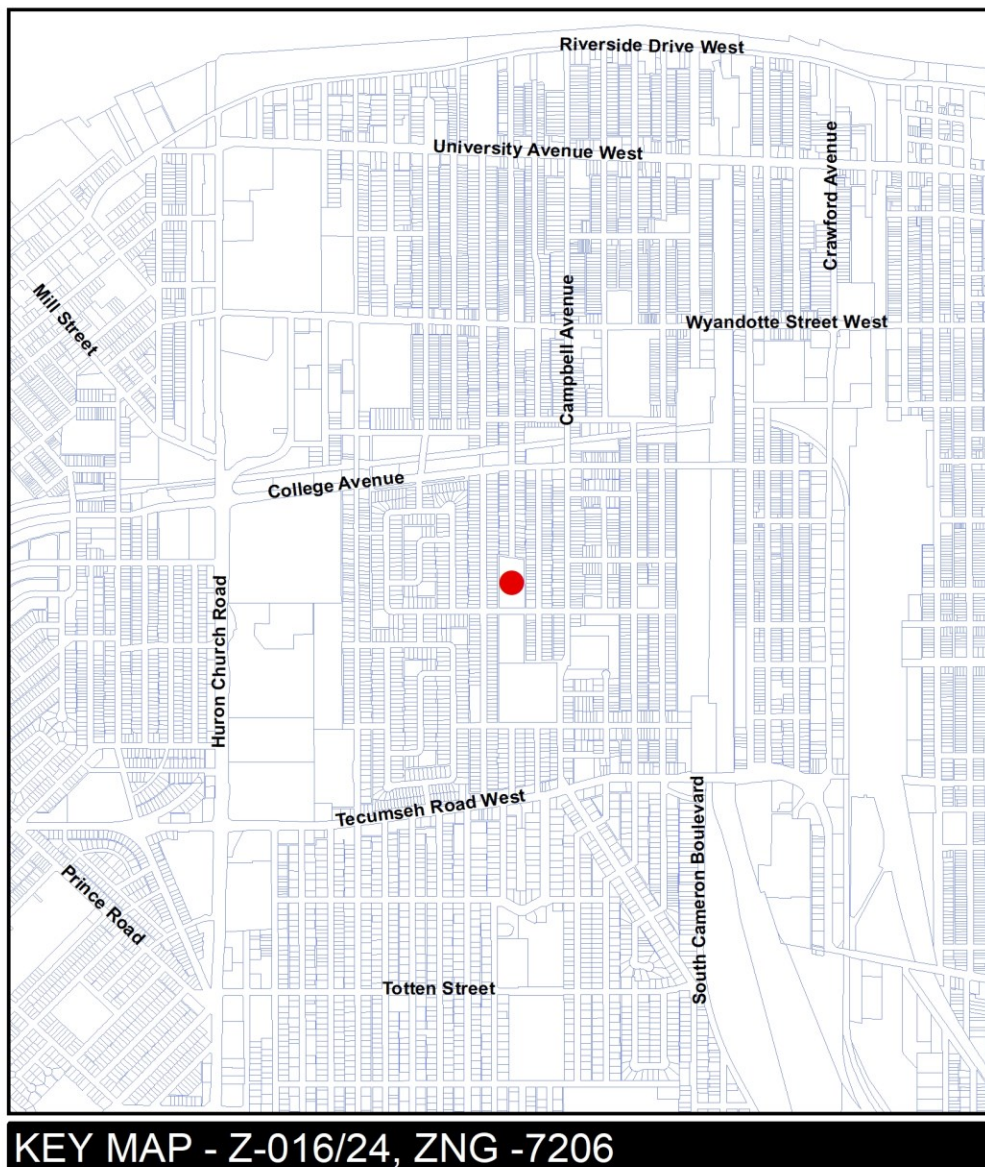
The **APPROVALS** SECTION contains names and titles of Administration with approval authority over the subject report.

The **APPENDICES** SECTION contains the list of appendices attached to this report.

This planning report provides sufficient evidence in support of the applicant's request for zoning by-law amendment and confirms that the recommended amendment is consistent with the Provincial Policy Statement 2020 and in conformity with the applicable policies of Official Plan Volume I. This report recommends approval of the applicant's request for rezoning. The amendment constitutes good planning.

## Background:

### 1. KEY MAP



● SUBJECT LANDS



### 2. RECENT REZONING APPROVAL ON THE SUBJECT LAND:

In June of 2018, a demolition permit was issued for the demolition of the existing school building on the subject land.

On April 1, 2019, an application for Zoning By-law Amendment (file Z-008/2019) by Olivia Construction Homes Ltd. was deemed complete.

On July 8, 2019, Council adopted a resolution (CR329/2019) to approve the application by Olivia Construction Homes Inc. to change the zoning of the subject land from Institutional District 1.1 (ID1.1) to Residential District 2.1 (RD2.1) to facilitate future development of the subject land for a residential plan of subdivision. CR329/2019 can be found below.

Decision Number: **CR329/24; DHSC 51**

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the land located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, described as Pt Lot 68, Concession 1, PIN 01219-0447, from Institutional District 1.1 (ID1.1) to Residential District 2.1 (RD2.1) with a holding prefix.
- II. THAT the holding (H) symbol **BE REMOVED** when the applicant/owner submits an application to remove the 'H' symbol and the following conditions are satisfied
  - a) The Owner(s) apply to remove the hold provision;
  - b) Execution of a Subdivision Agreement for development of the subject land.
  - c) Registration of a Final Plan of Subdivision.

### 3. CURRENT APPLICATION INFORMATION

**LOCATION:** 1920 Grove Avenue

**APPLICANT:** OLIVIA CONSTRUCTION HOMES INC. (C/O ASHRAF BOTROS)

**AGENT:** PILLON ABBS INC., (C/O TRACEY PILLON ABBS)

**REGISTERED OWNER:** SAME AS APPLICANT

**PROPOSAL:** The applicant is requesting to change the zoning of the subject land from Residential District 2.1 with a holding prefix (HRD2.1) to Residential District 2.5 (RD2.5) to permit the proposed construction of 2-storey multiple dwellings and/or townhomes on the subject land. A total of 43 dwelling units and 56 parking spaces are proposed. The parking area is accessed by way of a proposed new internal private roadway. Vehicular access to the property is proposed from Grove Avenue.

#### SUBMISSIONS BY APPLICANT:

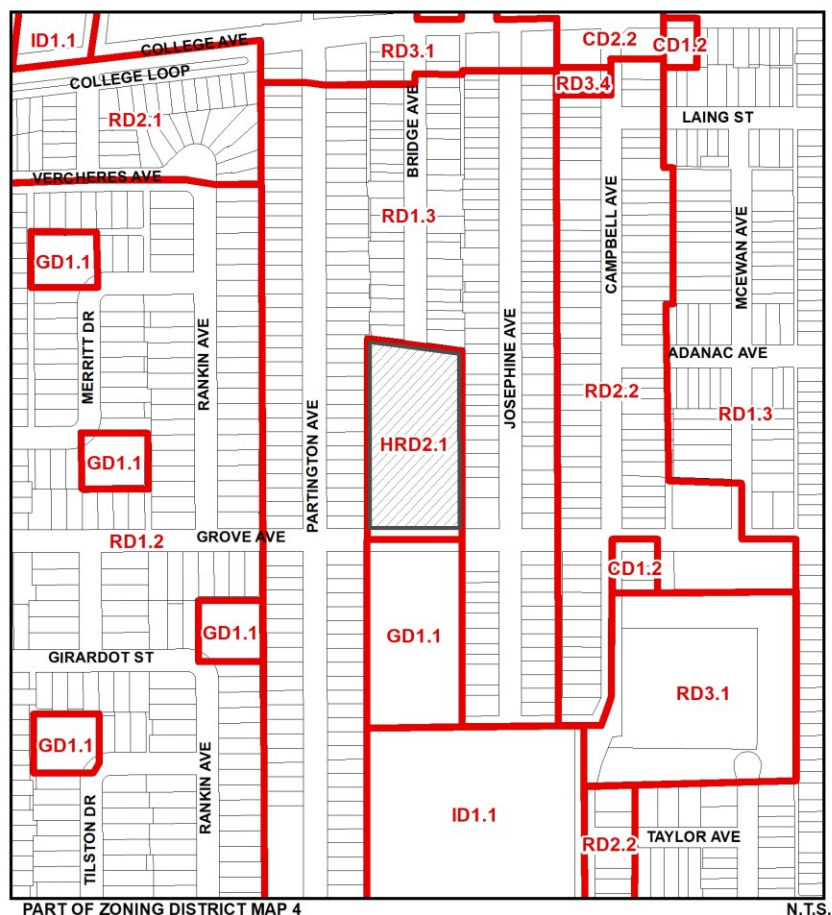
- Zoning By-law Amendment Application form
- Property Deed
- Ownership Map (On Lands Map)
- Concept Plan along with Floor Plans, Cross-section, Building Elevations, Renderings, and Topographic Survey
- Planning Rational Report prepared by Pillon Abbs Inc., dated May 16, 2024
- Sanitary Sewer Study prepared by Haddad Morgan & Associates Ltd, dated June 12, 2023
- Stormwater & Storm Release Study Report
- Topographic Survey
- Urban Design Brief

The above materials can be found on the city's website by copying this link:  
<https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/1920-grove-avenue>

#### 4. SITE INFORMATION


OFFICIAL PLAN	ZONING & ZDM	CURRENT USE(S)	PREVIOUS USE(S)
RESIDENTIAL (Schedule D: Land Use, OP Vol. 1)	RESIDENTIAL DISTRICT 2.1 with a holding prefix; ZDM4	Vacant land ( <i>permit was issued June 2018 for demolition of the school bldg</i> )	Elementary School (former St. Johns Catholic School)
FRONTAGE	DEPTH	AREA	SHAPE
79.7m	irregular	12,079sq.m.	4-sided (like a Trapezoid)
Note: All measurements are approximate			

#### 5. REZONING MAP



### REQUESTED ZONING AMENDMENT

APPLICANT : OLIVIA CONSTRUCTION HOMES LTD.

 SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



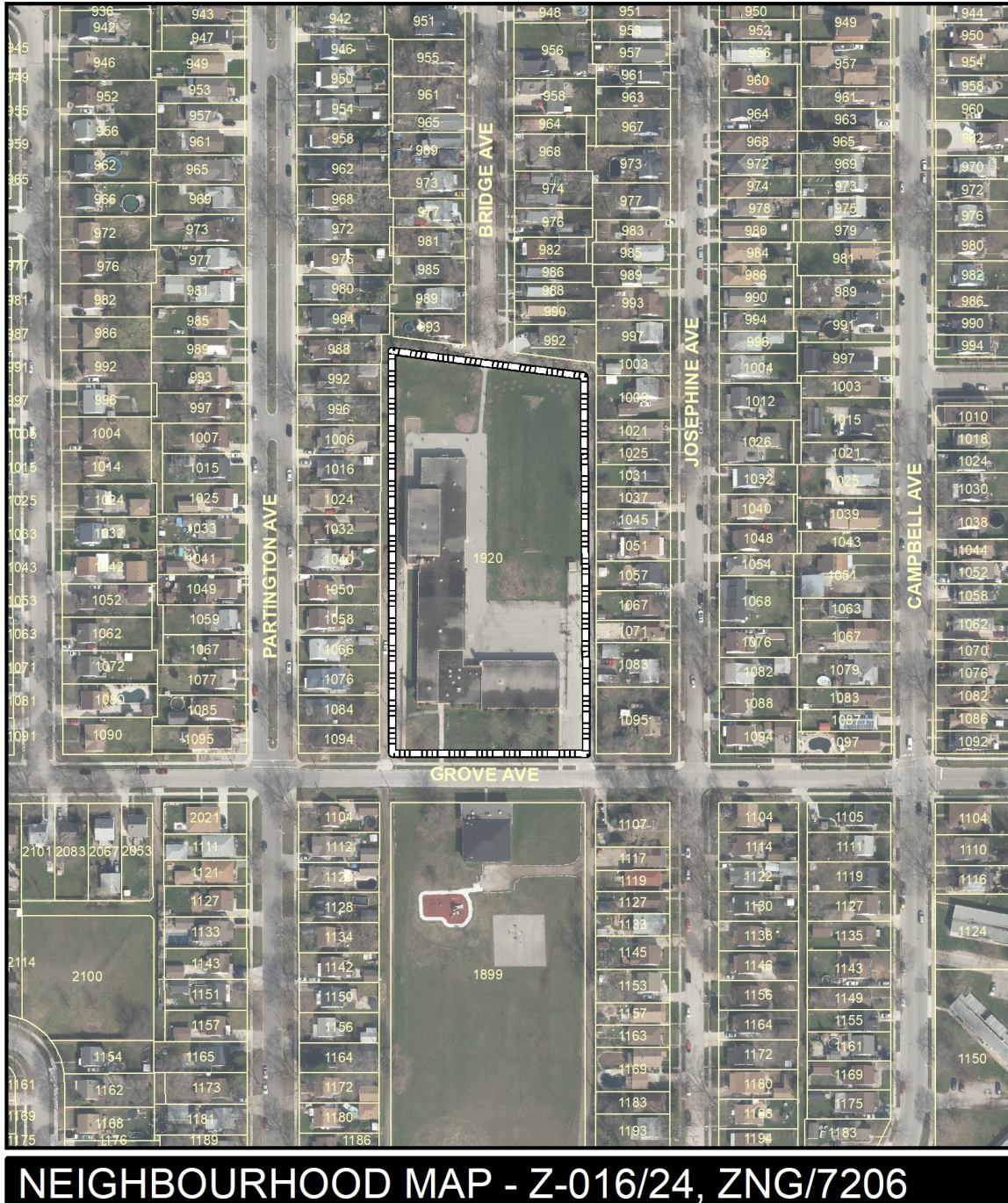
DATE : JULY, 2024  
 FILE NO. : Z-016/24, ZNG/7206



## 6. NEIGHBOURHOOD CHARACTERISTICS

The subject land is in an established residential neighbourhood characterized by low profile residential buildings that are mostly 2 storeys or less in height.

### NEIGHBOURHOOD MAP



SUBJECT LANDS





## **SURROUNDING LAND USE**

North side: An east/west alley abuts the north limit of the subject land, followed by existing residential uses, mostly single detached houses, fronting on Bridge Avenue.

South side: Grove Avenue R.O.W abuts the south limit of the subject land, followed by existing Municipal Park (Bridgeview Park) abutting the north limit of Grove Avenue opposite the subject land. Further south is the West Gate Public Elementary School and Windsor Public Library at the northwest corner of Campbell Avenue and Pelletier Street.

East side: A north/south alley abuts the subject land. Next east are the existing residential uses with frontage along Josephine Avenue. Further east are residential uses under with frontage along Campbell Avenue.

West side: A north/south alley abuts the subject land. Next west are the existing residential uses with frontage along Partington Avenue. Further west are residential uses with frontage on Rankin Avenue. At the northwest corner of Partington and Grove, there is a combined use building (residential with personal service shop).

Attached to this report as **Appendix A** are site photos taken on **July 17, 2024**, plus Google photos showing the old school building on the subject land prior to demolition.

## **MUNICIPAL INFRASTRUCTURE**

- The City's records show that there are municipal storm and sanitary sewers available in the neighbourhood to service the subject land. Details can be found in the Engineering Department's comment in Appendix D attached to this report.
- Fire hydrant is in front of the subject land, and municipal watermain and streetlights are available within abutting roadways and along the west limit of the subject land.
- There are concrete sidewalks, curbs and gutter along both sides of Partington Avenue, Bridge Avenue and Josephine Avenue pavements.
- Grove Avenue has concrete sidewalk, overhead pole lines with streetlights along north side of the right-of-way and curb and gutter on both sides of the right-of-way.
- Partington, Bridge and Josephine Avenues each have streetlights.
- The closest existing transit route to this property is with the Dominion 5 available on Campbell Avenue. The closest existing bus stop to this property is located on Campbell at Grove Southwest Corner, approximately 200 metres from this property.
- Partington, Grove, Bridge and Josephine Avenue rights-of-way are classified as local roads.
- College and Campbell Avenue rights-of-way are nearby collector roads accessible from the subject land, while Tecumseh Road West is a nearby arterial road accessible from the subject land.

## Discussion:

### PLANNING ANALYSIS:

#### 1. PROVINCIAL POLICY STATEMENT (PPS) 2020

##### ***A. Excerpts from PARTS I, II, and IV of the PPS 2020***

*PART I - PREAMBLE:* The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS sets the policy foundation for regulating the development and use of land.

*PART II – LEGISLATIVE AUTHORITY:* The Provincial Policy Statement 2020 was issued under the authority of section 3 of the Planning Act and came into effect May 1, 2020.

In respect of the exercise of any authority that affects a planning matter, section 3 of the Planning Act requires that *decisions affecting planning matters “shall be consistent with” policy statements issued under the Act*. Comments, submissions or advice that affect a planning matter that are provided by the council of a municipality, a local board, a planning board, a minister or ministry, board, commission or agency of the government “shall be consistent with” this Provincial Policy Statement.

*PART IV – VISION FOR ONTARIO’S LAND USE PLANNING SYSTEM:* The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

*Planning authorities are encouraged to permit and facilitate a range of housing options, including new development as well as residential intensification, to respond to current and future needs.*

Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.

##### ***B. PPS 2020 Policies relevant to the subject Planning Act matter under consideration***

The following PPS 2020 policies are applicable to the subject planning matters (Zoning By-law Amendment):

- ✓ 1.0 Building Strong Healthy Communities
- ✓ 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns [policies 1.1.1 and 1.1.3]
- ✓ 1.4 Housing (policy 1.4.3).
- ✓ 1.6 Infrastructure and Public Service Facilities (policies 1.6.6.2 and 1.6.6.7)
- ✓ 1.7 Long-Term Economic Prosperity (policy 1.7.1)
- ✓ 1.8 Energy Conservation, Air Quality and Climate Change (policy 1.8.1)

The applicant’s planning consultant has analyzed these PPS policies (excluding policy 1.7) in their Planning Rationale Report (PRR) dated May 16, 2024. I have reviewed the planning analysis in the May 16, 2024, PRR and can confirm that the Planning Consultant’s analysis is acceptable.

In addition to the planning consultant's analysis, this report provides supplementary analysis of the PPS 2020 Policies relevant to the subject rezoning application.

The PPS points to the important role of land use planning in achieving strong healthy communities, a healthy environment and economic growth.

Policy 1.1.1 states that *"Healthy, liveable and safe communities are sustained by:*

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons)....;*
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;*
- g) ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs;*
- h) promoting development and land use patterns that conserve biodiversity; and*
- i) preparing for the regional and local impacts of a changing climate."*

With respect to 1.1.1(a) The recommended zoning by-law amendment facilitates the redevelopment of a vacant land that can be readily serviced by available municipal infrastructure for multiple and townhome dwellings, thereby promoting an efficient use of the subject land.

With respect to 1.1.1(b) – The lands fronting on Partington, Josephine and Bridge Avenues within the immediate area are predominantly zoned for single detached dwellings and existing semis and duplexes. The zoning category recommended for this amendment will permit appropriate range and mix of low profile residential developments that would complement the existing low profile residential uses in the subject neighbourhood.

With respect to 1.1.1(c) – No environmental or public health and safety concern is triggered by the proposed change of the use of the subject land. The land was previously occupied by a sensitive land use (a school) and is surrounded by other sensitive land uses (houses).

With respect to 1.1.1(d) – The subject land is surrounded by existing developments and does NOT prevent the efficient expansion of settlement areas.

With respect to 1.1.1(e) – The amendment would promote a more compact development (townhome dwellings or/and multiple dwellings) with three or more units under one roof; thereby, eliminating additional side yard requirements and minimizing land consumption

and servicing costs. The proposed redevelopment will add 43 residential units to the subject site, which intensifies the use of the site and positively impacts land consumption and the existing transit investment.

With respect to 1.1.1(f) – Sidewalks improve *accessibility for persons with disabilities and older persons*. As noted in this report under “Municipal Infrastructure” there are existing concrete sidewalks along Grove Avenue and the surrounding roads. Also, the proposed development is subject to site plan control and accessibility will further be reviewed at that stage. Finally, the building permit process provides another layer of review for accessibility for persons with disabilities.

With respect to 1.1.1(g) – As noted in this report, under “Surrounding Land Uses” and “Municipal Infrastructure”, the land is in an area of the city that is serviced by necessary infrastructure, electricity generation facilities and transmission and distribution systems, and public service facilities.

With respect to 1.1.1(h) – Biodiversity is conserved where necessary/possible, and in areas where soft landscaping is proposed/maintained on the subject site.

With respect to 1.1.1(i) – Consideration for climate change is addressed through various methods including lot-grading plans, storm water management measures, tree planting and landscaping requirements, all of which are usually included in the site plan control agreement.

The subject zoning by-law amendment will facilitate an efficient development with no adverse impact on the financial well-being of the City of Windsor, land consumption, and servicing costs, and will not cause any environmental or public health and safety concerns. The zoning by-law amendment is consistent with Policy 1.1.1 of the PPS.

The subject parcel is located within the City of Windsor settlement area and the subject amendment creates opportunity for growth and development within the settlement area. Policy 1.1.3.1 of PPS 2020 is satisfied.

The subject amendment is for low profile residential redevelopment and intensification that will efficiently use land, resources, and existing infrastructure, including existing and planned active transportation options such as sidewalks in the immediate area. The amendment has the potential to increase the use of the existing public transit. Policy 1.1.3.2 of PPS 2020 is satisfied.

The existing building stock are mostly single unit dwellings that are 2 storeys tall or less. The proposed use of the subject land for multiple dwellings / townhome dwellings can be accommodated by the recommended amendment which contains regulations that take into account existing building stock in the subject neighbourhood.

The recommended amendment is, therefore, consistent with policies 1.1.3.1, 1.1.3.2, and 1.1.3.3 of the PPS 2020.

As noted in Part IV of PPS 2020 – *Vision for Ontario’s Land Use Planning System*, “Planning authorities are encouraged to permit and facilitate a range of housing options,

including new development as well as residential intensification, to respond to current and future needs.”

Policy 1.4.3 states that “*Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:*

*b) permitting and facilitating:*

*1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, ...; and*

*2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;*

*c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*

*d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*

This amendment will promote appropriate density; create an opportunity for a more compact development in an established residential area containing low density developments that are mostly single unit dwellings; facilitate a net increase in residential units or accommodation; result in intensification of the subject site and area; facilitate the municipality’s ability to accommodate residential growth through intensification; provide a form of housing that is appropriate in terms of range and mix, and meet the social, health and well-being of current and future residents.

Appropriate level of infrastructure, active transportation and transit services are available or will be available in the subject area. The recommended amendment is consistent with policy 1.4 of the PPS 2020.

The subject land is within an area that is serviced by municipal sewage services and municipal water services. Therefore, the recommended zoning by-law amendment is consistent with Policy 1.6.6.2 of the PPS 2020.

*1.6.6.7 Planning for stormwater management shall:*

*f) promote stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.*

The applicant’s Stormwater Management and Storm Release Study Report, dated January 17, 2024, prepared by Haddad Morgan & Associates Ltd. confirms that:

- The necessary storm water storage associated with the 5-year storm shall be accommodated by means of underground structures (pipes, manholes, catch basins, and storage units). The minor system hydraulic grade line (HGL) shall be below ground elevations (i.e., no surface storage), as per the standards manual.
- The necessary storm water storage associated with the 100-year storm event shall be accommodated by means of underground structures (pipes, manholes, catch basins, storage units) and surface storage.
- The site would require a minimum storage capacity of 143.7 cubic metres for the 1:5-year storm and 455.2 cubic metres for the 1:100-year storm.

The principal objective of Haddad Morgan & Associates' report is to provide stormwater management that includes the stormwater storage requirement for the proposed residential development at 1920 Grove, in accordance with the storm water management guidelines set out in Windsor/Essex Region Stormwater Management Standards Manual. Consequently, the recommended amendment promotes stormwater management best practices. Therefore, the amendment is consistent with policy 1.6.6.7 (f) of the PPS.

*Policy 1.7.1 Long-term economic prosperity should be supported by:*

*b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce.*

The recommended amendment will facilitate the supply of more housing and housing options in the immediate area; thereby, helping to support long-term economic prosperity for the city, region, and province. Policy 1.7.1 is satisfied.

In summary, the above planning analysis demonstrates that the recommended zoning by-law amendment is consistent with the relevant Policies of PPS 2020.

In summary, the above planning analysis together with the applicant's planning consultant's analysis in the Planning Rationale Report (PRR) demonstrate that the zoning by-law amendment is consistent with the relevant Policies of the PPS 2020. To access the PRR, copy this link: <https://www.citywindsor.ca/residents/planning/land-development/development-applications/current-development-applications/1920-grove-avenue>

## 2. OFFICIAL PLAN:

The site is designated "Residential" in the Land Use Schedule D of City of Windsor Official Plan. The objectives and policies of the Residential land use designation establish the framework for development decisions in Residential areas within the City of Windsor. Copy this link to access the Chapter 6 - Land Use, OP Vol. 1: <https://www.citywindsor.ca/Documents/residents/planning/plans-and-community-information/windsor-official-plan/Chapter%206%20-%20Land%20Use.pdf>

The Residential objectives of the Official Plan include the following: (i) to support a complementary range of housing forms, (ii) to promote compact residential form for new developments, and (iii) to promote residential redevelopment, infill and intensification initiatives in locations in accordance with the City of Windsor Official Plan. (Sections 6.3.1.1, 6.3.1.2 and 6.3.1.3, OP Vol.1.)

The above objectives of the OP are satisfied by the recommended amendment. The amendment supports a complementary housing form in the subject neighbourhood. The amendment also provides opportunity for residential redevelopment, infill and intensification; thereby, promoting a compact neighbourhood as shown in the concept plan, floor plan & elevations attached as Appendix B to this report.

Uses permitted in the Residential land use designation identified on Schedule D: Land Use include Low Profile, and Medium Profile dwelling units. The recommended amendment is for a proposed low-profile development on the subject land; therefore, policy 6.3.2.1 is satisfied.

The proposed development contains a combination of small-scale and large-scale low-profile housing. Per policy 6.3.2.3,

The recommended amendment satisfies the Locational Criteria, s.6.3.2.4 of OP Vol. 1. The subject land provide opportunity for residential infilling within an established residential neighbourhood with access to collector roads (Campbell & College Avenues) and arterial road (Tecumseh Road West). The development can be serviced by full municipal physical services. Existing community services, open spaces and public transportation are already in the neighbourhood.

The recommended amendment satisfies the Evaluation Criteria for a Neighbourhood Development Pattern, section 6.3.2.5 – OP Vol. 1.

The applicant's PRR contains information that indicates conformity with the policy requirements in s.6.3.2.5, OP Vol. 1. However, some adjustments would be necessary to accommodate the proposed development on the subject site. Consequently, this report contains recommendations that would result in development concept(s) with full conformity to the evaluation criteria listed in s.6.3.2.5.

*“demonstrate to the satisfaction of the Municipality that a proposed residential development within an area having a Neighbourhood development pattern is:*

- (a) feasible having regard to the other provisions of this Plan, provincial legislation, policies and appropriate guidelines and support studies for uses:
  - (i) within or adjacent to any area identified on Schedule C: Development Constraint Areas and described in the Environment chapter of this Plan;...**
- (b) in keeping with the goals, objectives and policies of any secondary plan ...;*
- (c) In existing neighbourhoods, compatible with the surrounding area in terms of scale, massing, height, siting, orientation, setbacks, parking and amenity areas...;*
- (d) provided with adequate off street parking;*
- (e) capable of being provided with full municipal physical services and ...; and*
- (f) ... a gradual transition from Low Profile residential development to Medium and/or...”*

Section 6.3.2.5 (a) does not apply to this site or the development as of the date of this report. However, according to the City's Heritage Planner, the updated archaeological potential model indicates the subject property to be an Area of Archaeological Potential. The 2024 Windsor Archaeological Management Plan and associated Official Plan policies could be adopted by Council, potentially on July 22, 2024; meaning a Stage 1 archaeological assessment and any further recommended assessment would be required at the time of Site Plan Control for the proposed development on the subject site.

Also, s.6.3.2.5 (b) & (f) are not applicable to the proposed development concept.

Regarding s.6.3.2.5 (d) & (e), the proposed development has adequate off-street parking per the requirements of the zoning by-law 8600 and can be provided with full municipal services.

Lastly, the subject land is not within a Mature neighbourhood per schedule A-1 of OP Vol. 1. However, the subject land is within an existing neighbourhood, so s.6.3.2.5 (c) applies. The applicant's PRR states that the development satisfies the compatibility requirement in

s.6.3.2.5 (c). My review shows that the proposed use of the subject land for low profile residential development is capable of being designed to meet the requirements under s.6.3.2.5 (c). This report recommends additional zoning provisions to ensure that the massing of the proposed development is, and remains, compatible with the surrounding area.

The recommended amendment satisfies the Zoning By-law Amendment Evaluation Criteria, section 11.6.3.3 of OP Vol. 1 of OP Vol. 1.

- The recommended amendment meets the relevant evaluation criteria contained in s.6.3.2.5(a), OP Vol. 1.
- Relevant support studies were received as noted earlier in this report and those studies were considered in the preparation of this report.
- The requirements, comments and recommendations from municipal departments and circularized agencies have been considered in arriving at the recommendation contained in this report.
- The recommended zoning by-law amendment is consistent with the relevant policies of the PPS noted in this report, as discussed already in this report.
- The zoning by-law amendment promotes opportunity for residential redevelopment, infill and intensification, which creates a compact form of neighbourhood and ensures continuation of an orderly development pattern in the subject area. The zoning by-law amendment will provide additional housing supply / opportunities in the area with no negative impact on the adjacent properties.

The recommended zoning by-law amendment promotes opportunity for residential redevelopment, infill and intensification, which creates a compact form of neighbourhood and ensures continuation of an orderly development pattern in the subject area. The recommended amendment will provide additional housing supply / opportunities in the area, without negative impact on the adjacent properties.

Based on the above analysis in this report, the recommended Zoning By-law Amendment maintains conformity with the Official Plan per section 11.6.3.1 and meets the criteria set out above under section 11.6.3.3 of the OP Vol. 1.

### 3. ZONING

The subject land is zoned Residential District 2.1 with a holding prefix (HRD2.1) by City of Windsor Zoning By-law 8600. Permitted uses include:

- |                                |   |
|--------------------------------|---|
| (a) One Duplex Dwelling        | (c) One Single Unit Dwelling                |
| (b) One Semi-Detached Dwelling | (d) Any use accessory to the preceding uses |

The recommended new zoning category for the subject land is Residential District 2.5 with site-specific zoning provisions as discussed below, on the next page. Permitted uses in the RD2.5 zoning category include:

- |                            |   |
|----------------------------|---|
| (a) Double Duplex Dwelling | (e) Single Unit Dwelling                |
| (b) Duplex Dwelling        | (f) Townhome Dwelling                   |
| (c) Multiple dwelling      | (g) Any use accessory to the above uses |
| (d) Semi-Detached Dwelling |   |



A copy of By-law 8600 can be found on the city's website by copying this link: <https://www.citywindsor.ca/documents/city-hall/by-laws-online/Consolidated%20Zoning%20By-law%208600%202024%20July%2016.pdf>

A total of 43 dwelling units are proposed. Minimum parking space requirement for the 43 units is  $1.25 \times 43 = 53.75$  spaces. Therefore, a total of 53 parking spaces minimum are required; applicant proposes 56 parking spaces on the subject site.

DESIGN CONCEPT: The proposed development concept depicts townhome dwellings in a multiple dwelling format. Some sections of the proposed development can be defined as multiple dwelling units while other sections of the development seem to meet the definition of townhome dwellings. To avoid any confusion at the Building Permit Stage, this developer is advised to

- create a clear distinction/separation between the multiple dwellings and townhomes on the subject land;
- reduce the Institutional / Office appearance of the development; and
- increase pedestrian connectivity from the parking area to the courtyard.

Note that the recommendation for approval in this report is for the use of the property for dwellings such as townhome dwellings and multiple dwellings. The Site Plan Approval Officer, through the site plan control process, determines and approves the final concept plan, floor plans, and elevations.

The comments from the Zoning Coordinator (see Appendix D attached) identifies the following areas of non-compliance with the applicable zoning provisions:

- Front yard depth (maximum required)
- Rear Yard depth (minimum required)
- Exterior walls finish for all dwellings, except Multiple dwellings with five or more dwelling units
- Loading (minimum required)
- Perimeter curbing requirement in section 25.5.10.3 of the zoning by-law

#### SITE-SPECIFIC ZONING PROVISIONS:

The applicant's Urban Design Brief (UDB) states that *"the main goal is to develop the property but preserve the same characteristic the property has maintained with the community since the original school was built"*. In line with the UDB goal, the maximum front yard depth requirement in s.11.5.5 shall not apply to the proposed development on the subject land. The proposed increase in maximum front yard also helps to accommodate the proposed private driveway and landscaping in the front yard.

The applicant's request for reduction in rear yard depth from 7.50 m minimum required to 5.48 m minimum is supported since it does not impact another property nearby and there is a 6 m wide alley abutting the rear lot line of the subject land.

Consistent with the UDB goal noted above, the zoning bylaw requirement for exterior walls to be entirely finished in brick should be implemented as in Recommendation 1 of this report because the use of brick facing would acknowledge the former school and help this proposed development to appear more residential. The recommendation in this report addresses the applicant's request for exemption from s.11.5.5.50 of By-law 8600.

The applicant's request for zero loading space is supported since each tenant would most likely utilize their parking space for loading and unloading.

Perimeter curbing should be addressed at Site Plan Control. No relief is necessary.

To preserve the same characteristic that the property has maintained with the community since the original school was built, building height on the subject land shall be limited to the 11.0m to accommodate the proposed 10.4 m building height and unforeseen minor height increase due to design revisions at Site Plan Control and/or Building Permit stage.

A draft by-law is attached as **Appendix E**.

#### 4. SITE PLAN

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. Following completion of the Development and Heritage Standing Committee meeting on this matter, the applicant may submit a request for Site Plan Control Pre-Consultation at <https://ca.cloudpermit.com/login>

**Risk Analysis:** N/A. See Climate Change risk analysis below.

#### **Climate Change Risks**

##### **Climate Change Mitigation:**

Residential intensification minimizes the impact on the community greenhouse gas emissions. Development within existing communities and neighbourhoods use available infrastructure such as sewers, sidewalks, and public transit and, as such, help to mitigate development impact.

##### **Climate Change Adaptation:**

Trees and other landscaping features help create better living conditions and support climate change adaptation. Stormwater management facilities also help to support climate change adaptation.

**Financial Matters:** N/A

#### **Consultations:**

##### 1. DEPARTMENT AND AGENCIES

Attached as **Appendix D**, to this report, are comments from municipal departments and circularized external agencies. There are no objections to the proposed amendment. Refer to Appendix D, hereto attached, for details of the requirements from various municipal departments and external agencies.

Note that the Engineering Department requirements and some of the other requirements found in Appendix D, will be more appropriately addressed at the time of site plan approval.

##### 2. PUBLIC NOTICE

The Corporation of the City of Windsor advertised the official notice in the Windsor Star Newspaper on Tuesday, July 16, 2024.

The City will mail courtesy notice to all properties within 200 m of the subject parcel, prior to the Development & Heritage Standing Committee (DHSC) meeting.

### **Conclusion and Planner's Opinion:**

The applicant's request to change the zoning of the subject land from HRD2.1 to RD2.5 will facilitate the proposed low profile residential development on the subject land and positively impact housing supply in the city.

The application has been processed and evaluated considering the Provincial Policy Statement 2020, City of Windsor Official Plan policies, Zoning By-law 8600, and comments received from municipal staff and outside agencies.

In my professional opinion, the recommended Zoning By-law Amendment is consistent with the Provincial Policy Statement 2020 and maintains conformity with the City of Windsor Official Plan. The recommended amendment constitutes good planning. Approval is recommended as noted in Recommendation I of this report.

### **Planning Act Matters:**

I concur with the above comments and opinion of the Registered Professional Planner.

**Greg Atkinson, MCIP, RPP**

Manager of Development/Deputy City Planner

**Neil Robertson, MCIP, RPP**

City Planner

I am not a registered Planner and have reviewed as a Corporate Team Leader

**JP**

**JM**

### **Approvals:**

Name	Title
Greg Atkinson	Manager of Development/Deputy City Planner
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Aaron Farough	Senior Legal Counsel, Legal Services & Real Estate
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administration Officer

### **Notifications:**

Name

### **Appendices:**

- 1 Appendix A - Site Photos
- 2 Appendix B - Concept Site Plan, Floor Plan and Building Elevations
- 3 Appendix C - Renderings
- 4 Appendix D - Consultations
- 5 Appendix E - Draft By-law, Z-016-24



## APPENDIX A, SITE PHOTOS



Site Photo taken July 17, 2024, showing the vacant subject land, looking north from Grove



## APPENDIX A, SITE PHOTOS



Site Photo taken July 17, 2024, showing Grove Avenue Street view and a view of the Park building directly opposite the subject land



## APPENDIX A, SITE PHOTOS



2023 Google photo of the old school looking north from Grove Avenue



2014 Google Photo of the front (south) elevation of the old school



## APPENDIX A, SITE PHOTOS

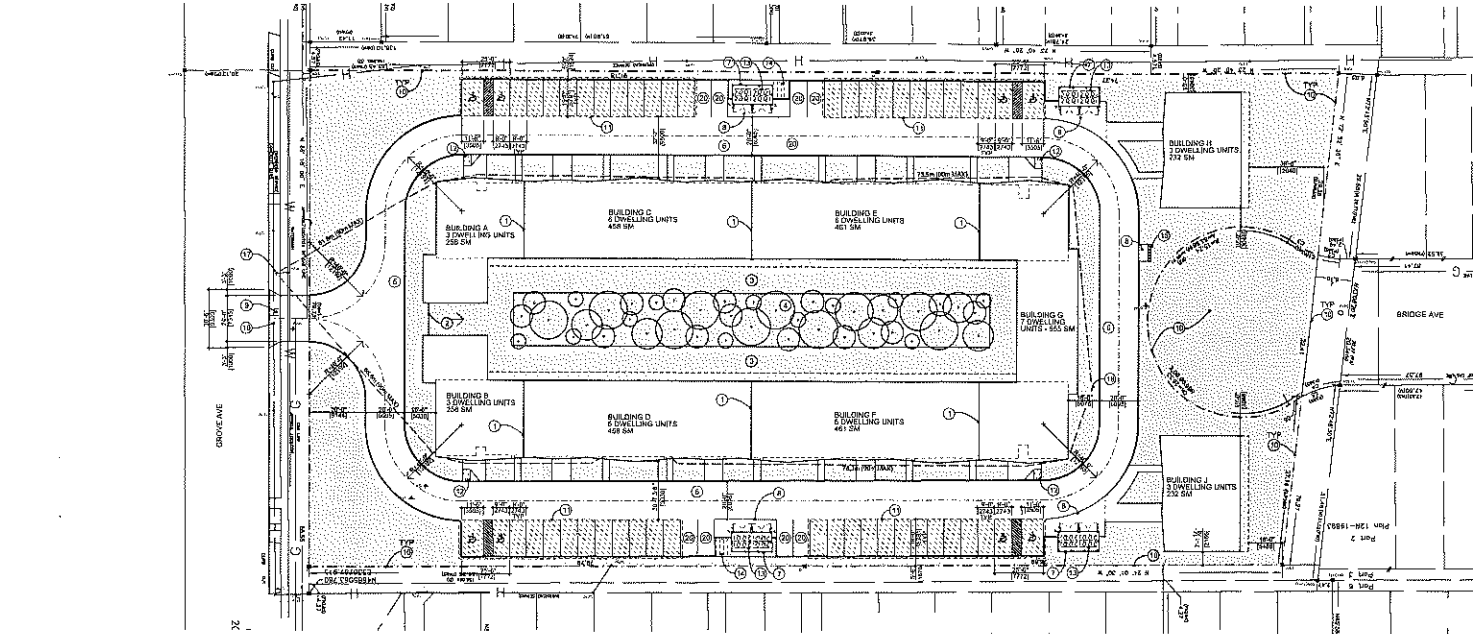


2012 Google Photo of west wall of old school



2014 Google Photo of east wall of old school

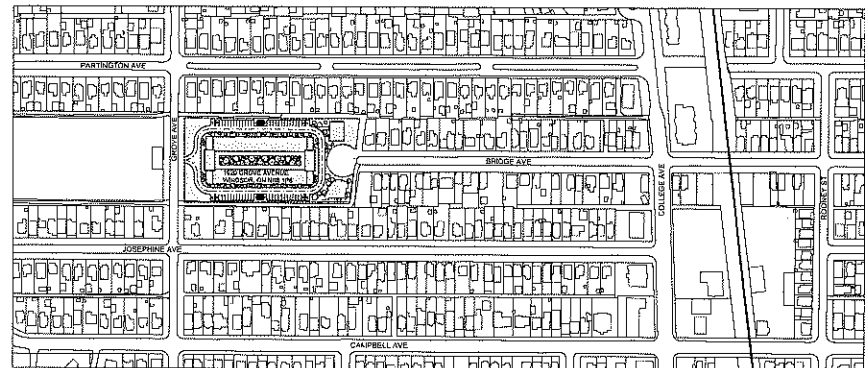
PRELIM. OBC DATA MATRIX - PART 9																																																									
PROJECT DESCRIPTION:																																																									
NEW CONDOMINIUM DEVELOPMENT CONSISTING OF ONE BUILDING CONTAINING 20 UNITS AND ANOTHER BUILDING CONTAINING 1 UNIT.																																																									
PROJECT ADDRESS:																																																									
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MAJOR OCCUPANCY CLASSIFICATION:																																																									
GROUP C: MULTIFAMILY RESIDENTIAL CONDOMINIUM																																																									
SUPERIMPOSED MAJOR OCCUPANCIES:																																																									
<input type="checkbox"/> RES <input checked="" type="checkbox"/> MD																																																									
BUILDING A and B																																																									
GROSS AREAS:																																																									
<table><tr><th>BUILDINGS</th><th>1ST FLOOR</th><th>2ND FLOOR</th><th>TOTAL</th></tr><tr><td>A</td><td>225 m<sup>2</sup></td><td>156 m<sup>2</sup></td><td>381 m<sup>2</sup></td></tr><tr><td>B</td><td>286 m<sup>2</sup></td><td>186 m<sup>2</sup></td><td>472 m<sup>2</sup></td></tr><tr><td>C</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>D</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>E</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>F</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>G</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>H</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>I</td><td>443 m<sup>2</sup></td><td>456 m<sup>2</sup></td><td>899 m<sup>2</sup></td></tr><tr><td>J</td><td>273 m<sup>2</sup></td><td>214 m<sup>2</sup></td><td>487 m<sup>2</sup></td></tr><tr><td>TOTAL</td><td>3762 m<sup>2</sup></td><td>3804 m<sup>2</sup></td><td>7566 m<sup>2</sup></td></tr></table>										BUILDINGS	1ST FLOOR	2ND FLOOR	TOTAL	A	225 m <sup>2</sup>	156 m <sup>2</sup>	381 m <sup>2</sup>	B	286 m <sup>2</sup>	186 m <sup>2</sup>	472 m <sup>2</sup>	C	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	D	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	E	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	F	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	G	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	H	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	I	443 m <sup>2</sup>	456 m <sup>2</sup>	899 m <sup>2</sup>	J	273 m <sup>2</sup>	214 m <sup>2</sup>	487 m <sup>2</sup>	TOTAL	3762 m <sup>2</sup>	3804 m <sup>2</sup>	7566 m <sup>2</sup>
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J	329 m <sup>2</sup>																																																								
TOTAL	7566 m <sup>2</sup>																																																								
BUILDING HEIGHT:																																																									
2 STOREYS AND 10.4 m ABOVE GRADE																																																									
NUMBER OF STORIES:																																																									
2 STOREYS																																																									
FIRE ALARM SYSTEM:																																																									
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																																																									
CONSTRUCTION TYPE:																																																									
<input type="checkbox"/> NONCOMBUSTIBLE <input checked="" type="checkbox"/> COMBUSTIBLE																																																									
REQUIRED FIRE:																																																									
ASSEMBLY RATING IN ASSEMBLY (H) NA																																																									
FLOOR ENVELOPE: 1.0H NA																																																									
FLOORING: 1.0H NA																																																									
WALLS: 1.0H NA																																																									
ROOF: 1.0H NA																																																									
MIN. TIME OF 1.0H ASSEMBLY WOOD WITH DWELLING UNIT																																																									
OCCUPANCY LAND:																																																									
<table><tr><th>DWELLING TYPE</th><th>NUMBER</th><th>OCCUPANCY PEOPLE</th><th>TOTAL</th></tr><tr><td>4 BEDROOM</td><td>16</td><td>6</td><td>786</td></tr><tr><td>3 BEDROOM</td><td>2</td><td>4</td><td>12</td></tr><tr><td>2 BEDROOM</td><td>1</td><td>1</td><td>4</td></tr><tr><td>1 BEDROOM</td><td>4</td><td>2</td><td>312 PEOPLE</td></tr></table>										DWELLING TYPE	NUMBER	OCCUPANCY PEOPLE	TOTAL	4 BEDROOM	16	6	786	3 BEDROOM	2	4	12	2 BEDROOM	1	1	4	1 BEDROOM	4	2	312 PEOPLE																												
DWELLING TYPE	NUMBER	OCCUPANCY PEOPLE	TOTAL																																																						
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2 BEDROOM	1	1	4																																																						
1 BEDROOM	4	2	312 PEOPLE																																																						
BARRIER-FREE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO																																																									
UNITS 1-5 STORIES DOES NOT EXCEED 400 m																																																									
PARKING																																																									
BUILDING A, B AND J UNDER SUMMIT:																																																									
1 SPACE FOR EACH DWELLING UNIT: 1.4 SPACES																																																									
+ 10 SPACES																																																									
BUILDING C TO G:																																																									
1.25 SPACES PER DWELLING UNIT: 10 SPACES																																																									
TOTAL PROVIDED: 40 SPACES																																																									
ACCESSIBLE SPACES																																																									
TYPE A SPACES (2%) REQUIRED SPACES: 1																																																									
PROVIDED SPACES: 1																																																									
TYPE B SPACES (2%) REQUIRED SPACES: 1																																																									
PROVIDED SPACES: 1																																																									
BICYCLE SPACES																																																									
2 FOR FIRST 10 SPACES + 1 FOR EACH ADDITIONAL 5 SPACES + 1 BICYCLE SPACE REQUIRED																																																									
BICYCLE SPACES PROVIDED: 3 BICYCLE SPACES PROVIDED																																																									
SITE TABULATION DATA																																																									
TOTAL LOT AREA: 12000 m <sup>2</sup>																																																									
BUILDING AREA: 7566 m <sup>2</sup>																																																									
LOT COVERAGE: 63%																																																									
LANDSCAPING AREA: 4434 m <sup>2</sup>																																																									
LENGTH OF WOOD SCREENING FENCE: 150 m																																																									
CURBING LENGTH: 164.7 m																																																									



- GENERAL NOTES:
1. SITE INFORMATION FOR THIS DRAWING IS TAKEN FROM A TOPOGRAPHICAL PLAN OF PART OF LOT 10, CONCESSION 1, MUNICIPAL DISTRICT OF SAUNDERS, CITY OF MISSISSAUGA, COUNTY OF BRUCE, COMPLETED APRIL 4, 2018 BY WARDEN, STUBBSFIELD, HARTLEY, BREWER, DEZAIRE INC., ONTARIO LAND SURVEYOR.
  2. EXISTING SITE FEATURES, LANDSCAPING AND CONTEXT ON THIS DRAWING IS BASED ON THE ABOVE MENTIONED TOPOGRAPHICAL PLAN AND IS FOR REFERENCE PURPOSES ONLY.
  3. THIS DRAWING HAS BEEN PREPARED FOR SITE PLAN APPROVAL PURPOSES AND REPRESENTS THAT LEVEL OF DESIGN DEVELOPMENT FOR THE PROJECT. THEREFORE IT IS A PRELIMINARY DRAWING AND IS NOT TO BE USED FOR CONSTRUCTION.
  4. ALL DRIVE SURFACES STARTING AT AND OUTSIDE OF THE PROPERTY TO BE CONCRETE.
  5. FOR ALL LANDSCAPE FEATURES, INCLUDING PROPOSED NEW AND EXISTING PLANTINGS AND TREES, REFER TO LA-1 AND LA-2.
  6. THE PROPOSED DEVELOPMENT IS CURRENTLY INTENDED TO COMMENCE AS ONE PHASED PROJECT WITH SITE SERVICES COMMENCING FIRST AND IF POSSIBLE TO BE FAST TRACKED WHILE DOCUMENTS ARE BEING COMPLETED FOR BUILDING SCOPE OF WORK.
  7. ALL REFUSE BINS ARE TO BE USED FOR MANUALLY OPERATED BERRY BINS AND NOT FROM LOADED TRUCKS.

- NOTES:
1. FIREWALL
  2. PRIVACY COURTYARD YARD DECORATIVE FENCE
  3. PRIVATE COURTYARD
  4. INTERNAL FOREST
  5. STORM WATER DETENTION BASIN
  6. ASPHALT LOOP ROAD - FIRE ROUTE
  7. REFUSE BIN ENCLOSURE - SEE DET 8.06PC-6
  8. CONCRETE PAVEMENT
  9. CONCRETE APRON
  10. PERIMETER WOOD SCREENING FENCE PER DET 10.11SPC-5, ALL AROUND
  11. OPEN-AIR MODULAR CARPORT COVERING - SEE DET 12.10SPC-6
  12. ACCESSIBLE CURB CUT WITH PLANNED SIDE AT 1:1% SLOPE FOR 8' RISE
  13. THIS REFUSE ENCLOSURE DESIGNED TO SUPPORT BERRY BINS
  14. 4 - BICYCLE PARKING SPACES AT 0.6m X 2.5m EACH

10. CANADA POST MAILBOX WITH 3 - COMMUNITY MAILBOX UNITS MOUNTED ON CONCRETE SLAB
11. ENTRANCE CONCRETE APPROACH PER CITY OF MISSISSAUGA STANDARD A-204
12. EXISTING FIRE HYDRANT
13. NEW FIRE HYDRANT
14. CITY OF MISSISSAUGA TO CONVEY EXISTING CUBIC-DE-CAZ PROPERTY COVER TO THE OWNER PER MAILBOX ON FEBRUARY 8, 2024 BY PATRICK WINTERS
15. VISITOR PARKING



KEY PLAN - NOT TO SCALE



# SPC-1

sheet number:  
Grave Condominium

Windsor, Ontario CANADA  
project No C58-22  
have record

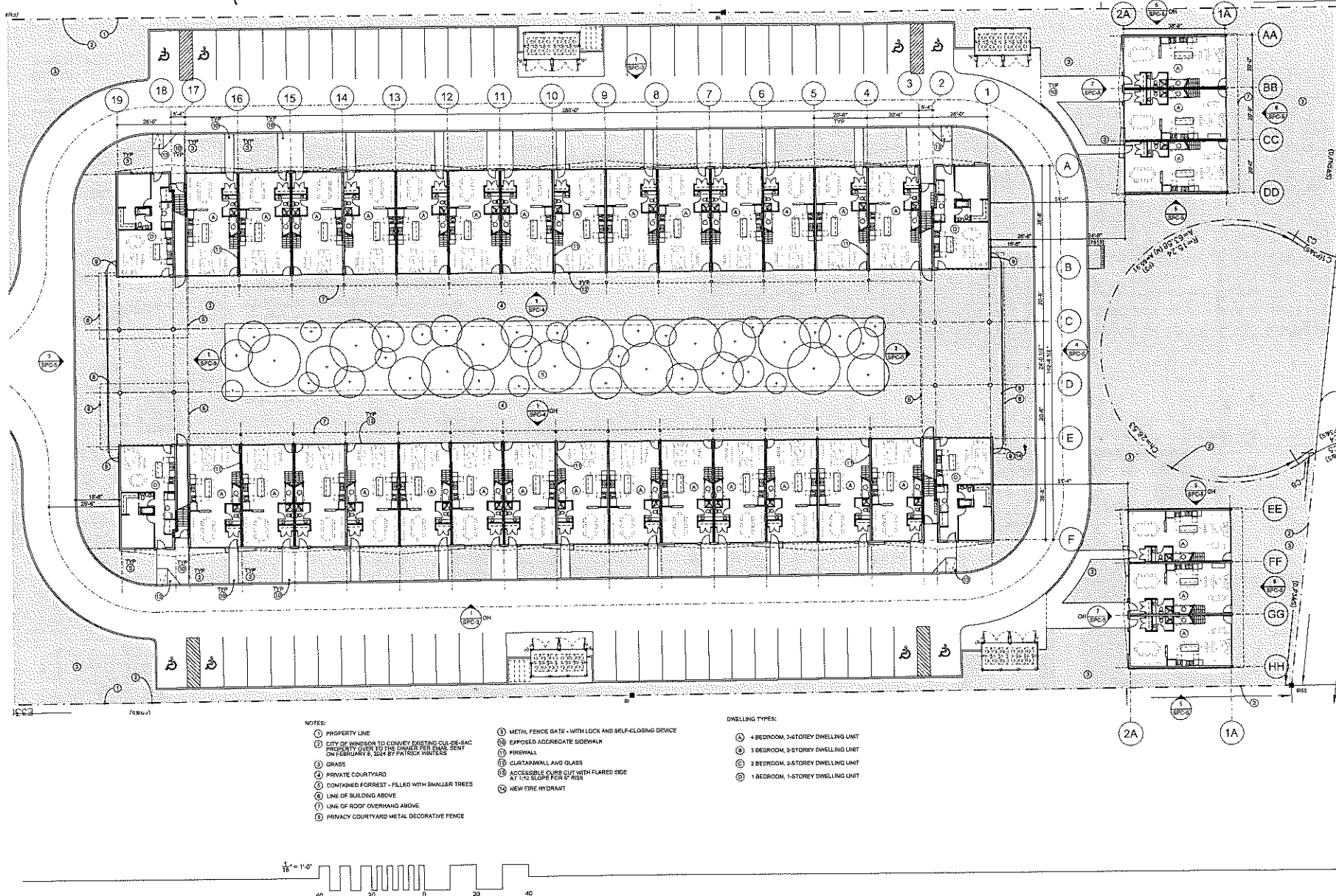
site plan  
key plan  
code data  
scale: 1" = 30'-0"

drawing by:  
checked by:

do not scale drawing - use figured dimensions only  
all drawings and specifications remain the property of the architect and must be returned after completion of the work  
copyright 2024 by studio g-g inc.  
this drawing is not to be used for construction until it has been approved and signed by the architect

structural  
Hadden Morgan and Assoc., LTD.  
civil/structural engineers  
24 Sheppard Avenue East  
Toronto, Ontario M2N 6L2  
Canada  
Tel: 416 291 1111  
Fax: 416 291 2740  
architect  
studio g-g inc., architect  
1057 Leslie Road  
Windsor, Ontario  
N9H 1K6 Canada  
Tel: 519 254 0000  
Fax: 519 254 2401  
designstudio





# SPC-2

sheet number  
Grove Condominium

windsor, ontario CANADA  
project No C58-22  
issue record

ground floor

scale 1/8" = 1'-0"

drawing by:  
checked by:

do not scale drawing - use figures  
illustrated with  
all drawings and specifications remain  
the property of the architect and must  
be retained after completion of the work  
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construction until it is signed as such  
and signed by the architect

structural

Haddad Morgan and Assoc. LTD.  
consulting engineers  
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windsor, ontario N9A 2J5  
t: 519 253 2744  
f: 519 253 2744



architectural

studio g+b inc., architect  
1027 walker road  
windsor, ontario  
N9A 2H6 CANADA  
c: 519 254 8006  
f: 519 254 2811

designstudio

## NOTES:

- 1 PROPERTY LINE
- 2 CITY OF WINDSOR TO CONVEY EXISTING CUL-DE-SAC  
PROPERTY OVER TO THE PRIVATE LAND SENT  
ON FEBRUARY 5, 2024 BY PATRICK WATERS
- 3 GRASS
- 4 PRIVATE COURTYARD
- 5 CONTAINED FOREST - FILLED WITH SMALLER TREES
- 6 LINE OF BUILDING ABOVE
- 7 LINE OF ROOF OVERHANG ABOVE
- 8 PRIVACY COURTYARD METAL DECORATIVE FENCE

- 9 METAL FENCE GATE - WITH LOCK AND SELF-CLOSING DEVICE
- 10 EXPOSED AGGREGATE SIDEWALK
- 11 FIREWALL
- 12 CURTAINWALL AND GLAZES
- 13 ACCESSIBLE CURB CUT WITH FLARED SIDE  
AT 1/2" SLOPE FOR 5' RISE
- 14 NEW FIRE HYDRANT

## DWELLING TYPES:

- A 4 BEDROOM, 3-STOREY DWELLING UNIT
- B 3 BEDROOM, 2-STOREY DWELLING UNIT
- C 2 BEDROOM, 2-STOREY DWELLING UNIT
- D 1 BEDROOM, 1-STOREY DWELLING UNIT

# SPC-3

sheet number  
Grove Condominium

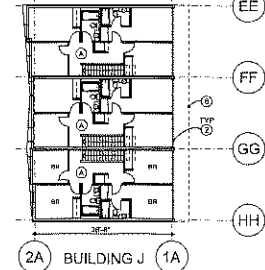
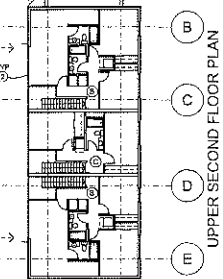
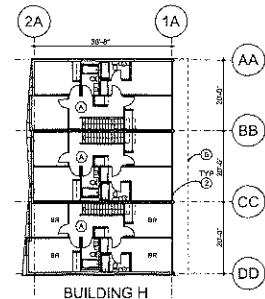
windsor, ontario CANADA  
project No C58-22  
issue record

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



second floor  
typical longitudinal  
elevation

scale: 1/8" = 1'-0"

drawing by:

checked by:

do not scale drawings - use figures  
Dimensions only  
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approved by the architect

structural

Hedder Morgan and Assoc. LTD.  
consulting engineers  
21 Sheppard Avenue East  
Windsor, Ontario N9B 2J5  
P: 519 252 1177  
F: 519 253 2740

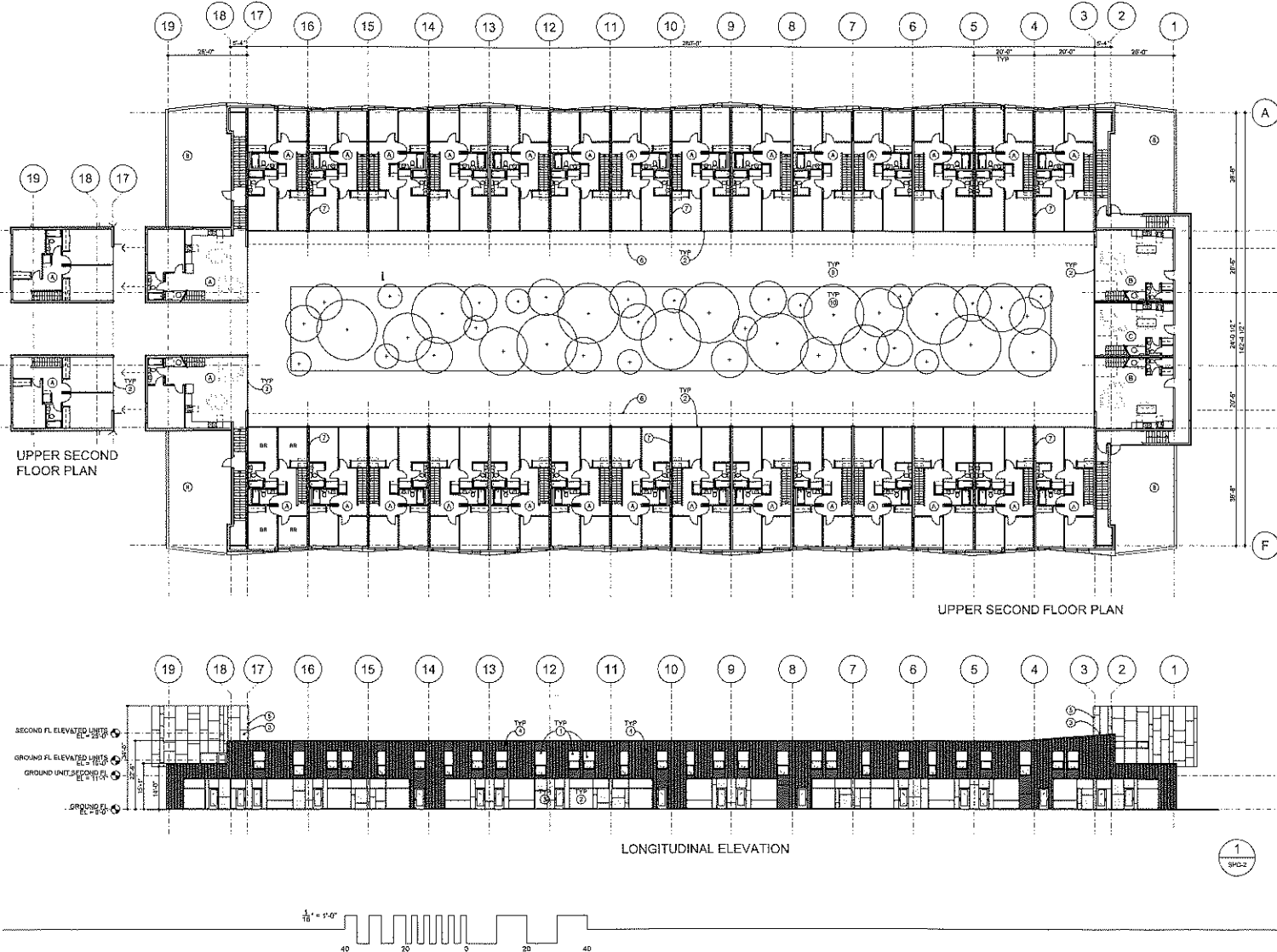


architectural

studio g+g inc., architect

1037 Walker Road  
Windsor, Ontario  
N9B 2J5 CANADA  
P: 519 254 8028  
F: 519 254 2421

designated



# SPC-4

sheet number  
Grove Condominium

windsor, ontario CANADA  
project No C58-22  
naam record

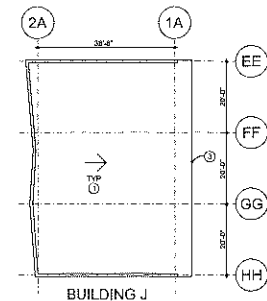
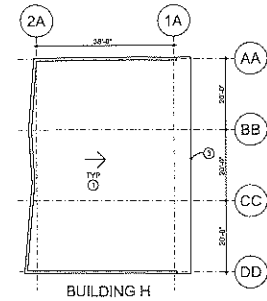
roof plan  
longitudinal  
courtyard  
elevation  
scale: 1/8" = 1'-0"  
drawing by:  
checked by:

do not scale drawing - use figured  
dimensions only.  
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construction and is to be used as such  
and signed by the architect

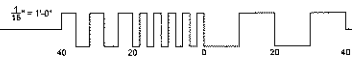
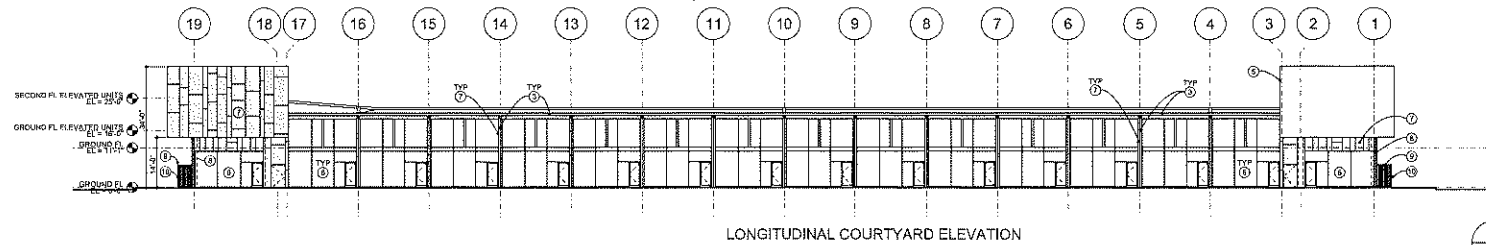
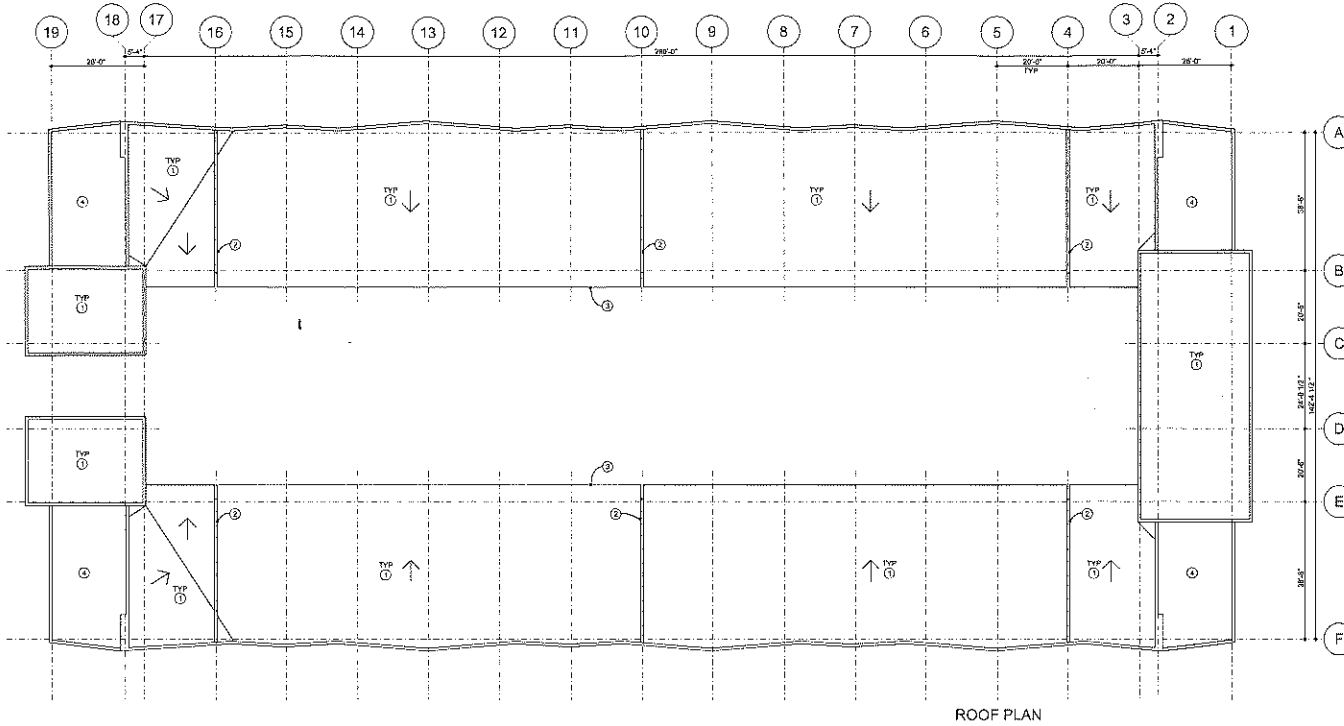
structural  
Hadden Morgan and Assoc., LTD.  
consulting engineers  
24 stephens street east  
windsor, ontario N9A 2G5  
519 873 1177  
519 253 2760

architectural  
studio g+g inc., architect  
1077 main street  
windsor, ontario  
N9A 2G5  
519 254 8028  
519 254 2401

designstudio



- NOTES:
- ① GRAY EPDM SLOPED FULLY ADHERED ROOFING
  - ② FIREWALL
  - ③ CONTINUOUS GUTTER WITH RAIN-CHAIN DOWNSPOUTS
  - ④ TERRACE - BELOW
  - ⑤ ELEVATED 2-STORY DWELLING IN SECTION
  - ⑥ CURTAINWALL AND GLASS
  - ⑦ LIGHT GRAY CEMENT BOARD PANELS
  - ⑧ CHARCOAL GRAY BOARD AND BATTEN SIDING
  - ⑨ METAL FENCE GATE - WITH LOCK AND SELF-CLOSING DEVICE
  - ⑩ PRIVACY COURTYARD METAL DECORATIVE FENCE

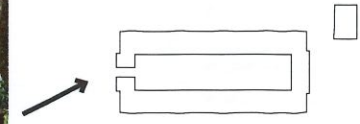




## SPC-6

sheet number  
Grove Condominium

windsor, ontario CANADA  
project № C58-22  
issue record

### renderings

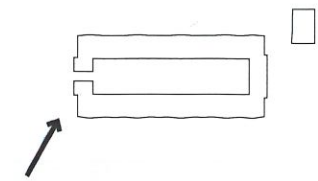
scale:

drawing by:

checked by:

do not scale drawing - use figured  
dimensions only

all drawings and specifications remain  
the property of the architect and must  
be returned after completion of the work.  
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### structural

Haddad Morgan and Assoc, LTD,  
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24 shephard street east  
windsor, ontario N9B 2J8  
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studio g+g inc., architect  
1557 walker road  
windsor, ontario  
N9V 3N6 CANADA

t: 519 254 8038  
f: 519 254 2401

designstudio 

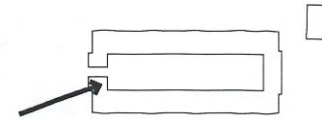




SPC-7

sheet number  
Grove Condominium

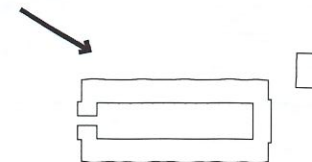
windsor, ontario CANADA  
project No C58-22  
issue record

renderings

scale:  
drawing by:  
checked by:

do not scale drawing - use figured dimensions only  
all drawings and specifications remain the property of the architect and must be returned after completion of the work  
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structural

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designstudio 

## APPENDIX D – CONSULTATION

### BELL CANADA – JUAN CORVALAN

**Thank you for your email on:** LIAISON: Z-016/24 [ZNG-7206] - Olivia Construction Homes | 1920 Grove Ave.

The information that municipalities provide to Bell Canada is instrumental to the provisioning of telecommunications infrastructure and we appreciate the opportunity to be proactively engaged in development applications and infrastructure and policy initiatives.

Bell Canada will provide a response should any comments / input be required on the information included in the circulation received. Bell Canada kindly requests that even if a specific comment is not provided at this time that you continue to circulate us at [circulations@wsp.com](mailto:circulations@wsp.com) on any future materials related to this development project or infrastructure / policy initiative so that we can continue to monitor its progress and are informed of future opportunities for engagement.

#### **1) Bell Canada Responses to Pre-Consultation & Complete Development Application Circulations:**

##### **Pre-consultation Circulations**

Please note that Bell Canada does NOT generally comment on pre-consultation circulations unless the information provided identifies that a future draft plan of subdivision, draft plan of condominium and/or site plan control application will be required to advance the development proposal.

##### **Complete Application Circulations & Recirculations**

Please note that Bell Canada does NOT generally comment on the following development applications - official plan and zoning by-law amendments, part lot control, temporary use and interim control by-laws. However, Bell Canada does generally comment on site plan approval, draft plans of subdivision and draft plan of condominium applications.

Bell Canada will generally comment on recirculations where the change modifies the proposed residential dwelling unit count and/or non-residential gross floor area in a draft plan of subdivision, draft plan of condominium and/or site plan control application.

#### **2) Bell Canada Responses to Infrastructure and Policy Initiative Circulations:**

If required, a follow-up email will be provided by Bell Canada to outline any input to be considered on the infrastructure / policy initiative circulation received at this time.

##### **Concluding Remarks:**

If you have any other specific questions, please contact [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) directly.

We note that WSP operates Bell Canada's development tracking system, which includes the intake and processing of municipal circulations. **However, all responses to circulations and requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP.** WSP is not responsible for the provision of comments or other responses.

### **ENBRIDGE – JOSE DELLOSA**

After reviewing the provided drawing at 1920 Grove Ave and consulting our mapping system, please note that Enbridge Gas has no active infrastructure in the proposed area. A PDF drawing has been attached for reference.

Also, please note the following should you find any abandoned infrastructure in the area:

- Any pipe that is excavated, please assume that it is live
- If during the course of any job, any pipe is found that is not on the locate sheet and is in conflict with your work, please call our emergency number (1-877-969-0999), and one of our Union Gas representatives will respond to determine if that plant is in fact live or dead

Please note that our Enbridge Gas representative will respond to the live or dead call within 1-4 hours, so please plan your work accordingly

### **CANADA POST – BRUNO DESANDO**

Thank you for contacting Canada Post regarding plans for a new development in the City of Windsor. Please see Canada Post's feedback regarding the proposal, below.

#### **Service type and location**

1. Canada Post will provide mail delivery service to the development through centralized Community Mail Boxes (CMBs).
2. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

#### **Municipal requirements**

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this development application be approved, please provide notification of the new civic addresses as soon as possible.

#### **Developer timeline and installation**

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s).

**Please see Appendix A for any additional requirements for this developer.**

### **Appendix A**

#### **Additional Developer Requirements:**

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
- The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
- The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
  - Any required walkway across the boulevard, per municipal standards
  - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
  - A Community Mailbox concrete base pad per Canada Post specifications.

#### **TRANSIT WINDSOR – JASON SCOTT**

Transit Windsor has no objections to this development. The closest existing transit route to this property is with the Dominion 5. This route will soon be eliminated and replaced with Route 115 effective September 1<sup>st</sup>, 2024. The closest existing bus stop to this property is located on Campbell at Grove Southwest Corner. This bus stop is approximately 200 metres from this property falling within Transit Windsor's 400 metre walking distance guidelines to a bus stop. This will be maintained with Transit Windsor's City Council approved Transit Master Plan.

#### **ENVIRONMENTAL SERVICES – ANNE-MARIE ALBIDONE**

No concerns from Environmental Services

#### **ERCA – ALICIA GOOD**

The City of Windsor has received Application for Zoning By-Law Amendment Z-016-24 for the above noted subject lands, which proposes to change the zoning on the subject site from the HRD2.1 to RD2.5 to permit the proposed construction of 2-storey townhome/multiple dwellings on the land. The concept plan shows a total of 43 dwelling units being proposed with 56 parking spaces, and a new internal private roadway. Access is proposed from Grove Avenue.

The applicant also proposes to add a site-specific zoning provision that would permit a reduction in the required rear yard setback, zero (0) loading space on the property, and exempt the development from the building material requirement in section 11.5.5.50. The subject land is designated RESIDENTIAL [Schedule D: Land Use, OP Vol. 1], and zoned Residential District 2.1 with a holding prefix (HRD2.1), by-law 8600.

The following is provided as a result of our review of Zoning By-Law Amendment Z-016-24.



## **NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION**

### **AUTHORITIES ACT, O. REG 686/21, PPS**

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Ontario Regulation 41/24 under the *Conservation Authorities Act*). As a result, a permit is not required from ERCA for issues related to Section 28 of the *Conservation Authorities Act*.

ERCA has concerns with the potential impact to the quantity and quality of runoff in the downstream watercourse due to the proposed development on this site. ERCA recommends that both the quantity and quality of excess runoff be adequately controlled to avoid any adverse impacts to the downstream watercourse. We further recommend that this analysis be completed to the satisfaction of the Municipality. We do not require further consultation on this file with respect to excess runoff from the proposed development.

### **FINAL RECOMMENDATION**

Our office has **no objection** to Z-016-24.

### **ASSET MANAGMENT – JOSE MEJALLI**

No objection to this development and zoning amendments as per attached.

### **ENVIRONMENTAL SUSTAINABILITY – BARBARA LAMOURE**

In response to the Zoning By-law amendment there are no objections. This proposal promotes the efficient use of land and resources because it is an infill development. Please also note the following comments for consideration:

#### Energy Conservation, Air Quality and Climate Change:

Please note PPS 2020 energy conservation and efficiency policies as they relate to long-term economic prosperity (1.7.1 (j)), as well as improved air quality and reduced greenhouse gas emissions (1.8.1). In addition, the City of Windsor Community Energy Plan (approved July 17 2017) aims to improve energy efficiency; modifying land use planning; reducing energy consumption and greenhouse gas emissions; and fostering green energy solutions throughout Windsor, while supporting local economic development.

As per these policies the developer should consider **energy efficiency** in the building design. This may include but not be limited to increased insulation, energy efficient appliances and fixtures, high efficiency windows/doors and **renewable energy sources**.

The developer is encouraged to contact both Enbridge and Enwave to determine opportunities for improved energy efficiency and available incentives.

#### EV Charging

The installation of **EV chargers** is highly encouraged, as electric vehicles continue to penetrate the personal car and truck market and supported by federal targets for EV production. Access to home charging will continue to be the preferred charge point.

### Active Transportation

To promote the use of active transportation, **bike racks** should be considered. The developer has proposed 8 bike spaces. In addition, the plans include walkways that provide connectivity to on- and off- sidewalks and pathway systems.

### Climate Change Resiliency

Opportunities to increase resiliency such as providing strategic **flood risk measures** are suggested as this property is located in an area with a 1:5 year basement flooding risk as per the [City's Sewer and Coastal Flooding Master Plan](#).

Low Impact Design should be considered during Site Plan Review to address quantity and quality of stormwater leaving the site. The addition of Green Infrastructure here would be beneficial. Please see <https://greeninfrastructureontario.org> for examples.

### Landscaping

Consideration for **shade trees** are recommended to minimize the urban heat island impacts. Consideration of native, drought resistant plants is encouraged to limit watering requirements. The proposed exterior amenity area and the green zones between the parking area and the building could enhance the urban forest.

## **SITE PLAN CONTROL**

The development proposal is subject to Site Plan Control pursuant to the Planning Act and City of Windsor By-law 1-2004. A Site Plan application currently exists for this development – SPC-2022-18 <https://ca.cloudpermit.com/gov/workspace/CA-3537039-P-2022-57/application>

A submission of the approved zoning changes are to be provided to Site Plan in order to continue with completion of the Site Plan application. Please direct any questions to Brian Velocci, the Planner currently assigned to this application.

## **TRANSPORTATION PLANNING – ELARA MEHRILOU**

- Grove is classified as a local road with a required width of 20 meters. The existing right-of-way width is sufficient and therefore no conveyance is required.
- Parking must comply with zoning by-law 8600.
  - Deficient 1 loading space
- All accesses shall conform to the TAC Geometric Design Guide for Canadian Roads and the City of Windsor Standard Engineering Drawings.
- A pavement markings and signage plan is required.
- All exterior paths of travel must meet the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

## **ZONING – STEFAN PAVLICA**

- **Current Zoning Designation:** HRD2.1
- **Proposed Zoning Designation:** RD2.5 with a site-specific provision to permit a reduction in the required rear yard setback, zero (0) loading space on the property, and

exempt from the development from the building material requirement in section 11.5.5.50.

- **Existing Use [as per historical Building Permit(s) / Planning Act Application(s)]:**
  - o Vacant lot
- **Proposed Use:**
  - o Townhome dwellings
  - o Multiple Dwelling with 5 or more dwelling units
- **Section 5 – General Provisions:**
  - o Comply
- **Section 11.5.5.6 – Multiple Dwelling with 5 or more dwelling units**
  - o **Minimum Lot Width (11.5.5.6.1):**
    - 20.0m (Required)
    - 79.71m (Provided)
  - o **Minimum Lot Area – per dwelling unit (11.5.5.6.2):**
    - 7,138.0m<sup>2</sup> (Required)
    - 12,746.9m<sup>2</sup> (Provided)
  - o **Maximum Lot Coverage (11.5.5.6.3):**
    - 50.0% (Required)
    - 26.4% (Provided)
  - o **Minimum Main Building Height (11.5.5.6.4):**
    - 7.0m (Required)
    - 10.4m (Provided)
  - o **Maximum Main Building Height (11.5.5.6.4):**
    - 18.0m (Required)
    - 10.0m (Provided)
  - o **Minimum Front Yard Depth (11.5.5.6.5):**
    - 6.0m (Required)
    - 18.2m (Provided)
  - o **Maximum Front Yard Depth (11.5.5.6.5):**
    - 7.0m (Required)
    - 18.2m (Provided)
  - o **Minimum Rear Yard Depth (11.5.5.6.6):**
    - 7.50m (Required)
    - 5.73m (Provided)
  - o **Minimum Side Yard Depth (11.5.5.6.7):**
    - 2.50m (Required)
    - 16.41m (Provided)
  - o For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
    - Comply
- **Section 11.5.5.7 – Townhome Dwelling**
  - o **Minimum Lot Width (11.5.5.7.1):**
    - 20.0m (Required)
    - 79.71m (Provided)
  - o **Minimum Lot Area – per dwelling unit (11.5.5.7.2):**

- 8,170.0m<sup>2</sup> (Required)
  - 12,746.9m<sup>2</sup> (Provided)
- **Maximum Lot Coverage (11.5.5.7.3):**
  - 50.0% (Required)
  - 26.4% (Provided)
- **Maximum Main Building Height (11.5.5.7.4):**
  - 14.0m (Required)
  - 10.4m (Provided)
- **Minimum Front Yard Depth (11.5.5.7.5):**
  - 6.0m (Required)
  - 18.2m (Provided)
- **Maximum Front Yard Depth (11.5.5.7.5):**
  - 7.0m (Required)
  - 18.2m (Provided)
- **Minimum Rear Yard Depth (11.5.5.7.6):**
  - 7.50m (Required)
  - 5.73m (Provided)
- **Minimum Side Yard Depth (11.5.5.7.7):**
  - 2.50m (Required)
  - 16.41m (Provided)
- Notwithstanding Section 24, for a townhome dwelling unit that fronts a street, the required number of parking spaces shall be one parking space for each dwelling unit (11.5.5.7.50):
  - Not applicable
- For all dwellings, except a Multiple Dwelling with 5 or more dwelling units, the exterior walls shall be entirely finished in brick (11.5.5.50):
  - Does not comply
- **Section 20 – Site Specific Zoning Exceptions:**
  - Not applicable
- **Section 24 – Parking, Loading, and Stacking Provisions – Multiple Dwelling with 5 or more dwelling units:**
  - Required Number of Loading Spaces (24.40.1.5):
    - 1 (Required)
    - 0 (Provided)
      - The total calculated GFA is 6,350.5m<sup>2</sup>
- **Section 24 – Parking, Loading, and Stacking Provisions – Townhome Dwelling:**
  - Comply
- **Section 25 – Parking Area Regulations:**
  - Construction and Maintenance of Parking Area:
    - (25.5.10.3) A curb shall bound the perimeter of a parking area and shall separate a landscaped open space yard, landscaped open space island or parking area separation from the parking area

## HERITAGE PLANNING – KRISTINA TANG

There is no apparent built heritage concern with this property and it is located on an area of low archaeological potential in the current 2005 Official Plan Schedule C-1.

However, the updated archaeological potential model indicates the subject property to be an Area of Archaeological Potential. Should the 2024 Windsor Archaeological Management Plan and associated Official Plan policies be adopted (potentially July 22, 2024) before a formal Planning Act application is submitted (such as future Site Plan Control application), please note that archaeological assessment(s) will be required. In that case, a Stage 1 archaeological assessment and any further recommended assessments are required to be entered into the Ontario Public Register of Archaeological Reports to the satisfaction of the City of Windsor and the Ontario Ministry of Citizenship and Multiculturalism, prior to any additional land disturbances. A final copy of these relevant archaeological reports and GIS study area must be submitted to the City of Windsor.

## **ENGINEERING – DAN LOPEZ**

**Sewers** The site may be serviced by a 375mm VP combined sewer located within Bridge Avenue right-of-way, and a 600mm RCP storm sewer located within the Partington Avenue right-of-way. If possible existing connections should be utilized. Any redundant connections shall be abandoned in accordance with the City of Windsor Engineering Best Practice B.P 1.3.3.

A Sanitary Sewer Study, dated June 2023 by Haddad Morgan & Associates LTD, has been received and reviewed. The applicant's consultant has confirmed that the existing 375mm VP sanitary sewer on Bridge Avenue will effectively accommodate the site's sewer servicing needs. The study demonstrates that the municipal sanitary sewers have adequate capacity, and no adverse impacts are expected on the surrounding areas as a result of the proposed development.

The Sanitary Sewer Study has been deemed acceptable, and the proposed sanitary servicing strategy is supported by the Engineering Development department.

The applicant will be required to submit, prior to the issuance of permits, a stormwater management plan in accordance with Windsor Essex Region Stormwater Management Standards Manual, restricting stormwater runoff to pre development levels. This will include, at a minimum:

- Submission of stormwater management review fee,
- Stormwater management report stamped by a professional engineer
- Site servicing drawings stamped by a professional engineer
- Stormwater management check list (see link below)

For more information of SWM requirements, visit: link

<https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>.

<https://www.citywindsor.ca/business/buildersanddevelopers/Documents/Checklist-Rational-Method.pdf>

## **Right of-Way**

- Grove is classified as a local road with a required width of 20 meters. The existing right-of-way width is sufficient and therefore no conveyance is required.
- There are existing sidewalks on the north side of Grove Avenue and on either side of Bridge Avenue, the owner will be responsible for replacing/reconstructing any sections of sidewalk and pavement which are in conflict and/or damaged as the result of the proposed

servicing. Redundant driveway approaches, curb cuts, and leadwalks on Grove Avenue are required to be abandoned in a manner satisfactory to the City Engineer.

- There are existing alleyways along the east, west and north sides of the property which do not appear to serve any municipal purpose, and are required to be closed by the applicant. An easement in favour of hydro may be required. Existing fencing which was erected by the School Board should be removed by the owner as part of the site servicing.

In summary we have no objection to the proposed development, subject to the following requirements:

**Servicing Agreement (Enhanced Permit)** – The owner shall obtain, prior to the issuance of a building permit, an Enhanced Permit from the Development Division of the Engineering Department to supply, construct and install necessary infrastructure to connect to the storm sewers on Partington Avenue at its entire expense, in accordance with the manner, location and design to be approved by the City Engineer. The Enhanced Permit shall include all of the applicable Servicing General Provisions, as updated from time to time. Prior to a Building Department permit application, the following will be required

- a. A detailed cost estimate for the Offsite Improvements, supported by preliminary design drawings prepared by an Engineer licensed in the Province of Ontario
- b. Approval by the Manager of Risk Management of all necessary securities and insurance
- c. Engineering Development Review fee in accordance with the current City of Windsor User Fee Schedule

**Redundant Driveway Approaches** – The applicant(s) shall agree to close and remove all redundant driveway approaches and restore the boulevard, all to the satisfaction of the City Engineer.

**Video Inspection (mainline)** - The owner further agrees, to undertake a video inspection, of the existing 375mm vitrified clay sewer on Grove Avenue to ensure the suitability of the sewer for re-use as part of the site redevelopment.

**Alley Closing** – Prior to the issuance of a Building Permit, the applicant shall apply to the Street and Alley Closing Committee to close the existing alleys adjacent to the subject property.

The alleys to the east and west of the subject site shall be closed. The alleys to the north of the subject site may remain open under the recommendations and satisfaction of Transportation Planning.

If you have any further questions or concerns, please contact Daniel Lopez, of this department at [dlopez@citywindsor.ca](mailto:dlopez@citywindsor.ca)

**ENWIN**

**HYDRO ENGINEERING: Zachary Mancini**

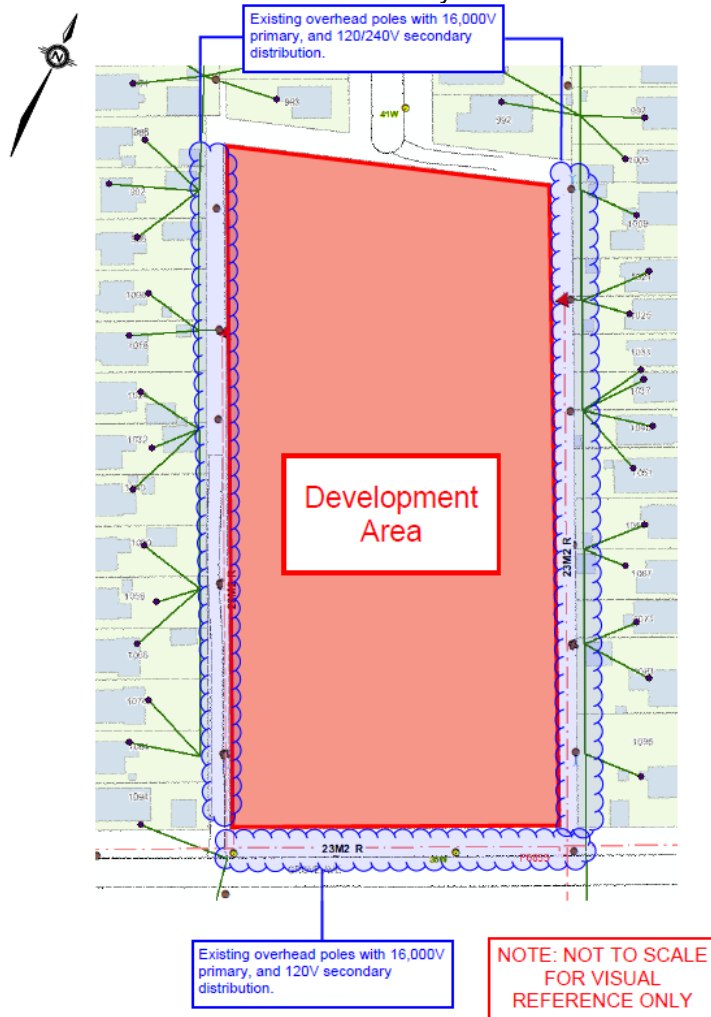
No Objection, provided adequate clearances are achieved and maintained.

ENWIN has existing overhead pole lines with 16,000 volt single phase primary, and 120/240 volt single phase secondary hydro distribution along the West and East sides of the development property. ENWIN also has existing overhead pole lines with 16,000 volt single phase primary, and 120 volt single phase secondary hydro distribution along the South side of the development property.

Prior to working in these areas, we would suggest notifying your contractor and referring to the Occupational Health and Safety Act and Regulations for Construction Projects to confirm clearance requirements during construction.

Also, we suggest referring to the Ontario Building Code for permanent required clearances for New Building Construction.

Sketch attached for reference only:



#### **WATER ENGINEERING: Bruce Ogg**

ENWIN Water has no objections to the rezoning. There is an easement on the property for an existing 300mm watermain that runs through the property.

APPENDIX E - DRAFT BY-LAW

BY - LAW NUMBER -2024

A BY-LAW TO FURTHER AMEND BY-LAW NUMBER 8600 CITED AS THE "CITY OF WINDSOR ZONING BY-LAW"

Passed the            day of            , 2024.

**WHEREAS** it is deemed expedient to further amend By-law Number 8600 of the Council of The Corporation of the City of Windsor, cited as the "City of Windsor Zoning By-law" passed the 31st day of March, 1986, as heretofore amended:

**THEREFORE** the Council of The Corporation of the City of Windsor enacts as follows:

1. By-law Number 8600 is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of the by-law and made part thereof, so that the zoning district symbol of the lands described in Column 3 shall be changed from that shown in Column 5 to that shown in Column 6:

1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol	6. New Zoning Symbol
1	4	Pt Lot 68, Concession 1, PIN 01219-0447 (located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue)	-	HRD2.1	RD2.5

2. That subsection 1 of Section 20, of said by-law, is amended by adding the following paragraph:

“511 **NORTH SIDE OF GROVE AVENUE, BETWEEN JOSEPHINE AVENUE AND PARTINGTON AVENUE**

For the land comprising Part Lot 68, Concession 1, PIN 01219-0447 LT, all permitted uses shall be subject to the following additional provisions:

- a) Main Building Height - maximum 11.0 m
  - b) Front Yard Depth – maximum 20.3 m
  - c) Rear Yard Depth – minimum 5.48 m
  - d) Loading space – minimum 0
  - e) Exterior finish for all dwelling types – minimum 50% face brick
- [ZDM 4; ZNG/7206]”

3. The said by-law is further amended by changing the Zoning District Maps or parts thereof referred to in Section 1, of said by-law and made part thereof, so that the lands described in Column 3 are delineated by a broken line and further identified by the zoning symbol shown in Column 5:



1. Item Number	2. Zoning District Map Part	3. Lands Affected	4. Official Plan Amendment Number	5. Zoning Symbol
1	4	Pt Lot 68, Concession 1, PIN 01219-0447 (located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue)	-	S.20(1)511

DREW DILKENS, MAYOR

CLERK

First Reading - , 2024  
Second Reading - , 2024  
Third Reading - , 2024

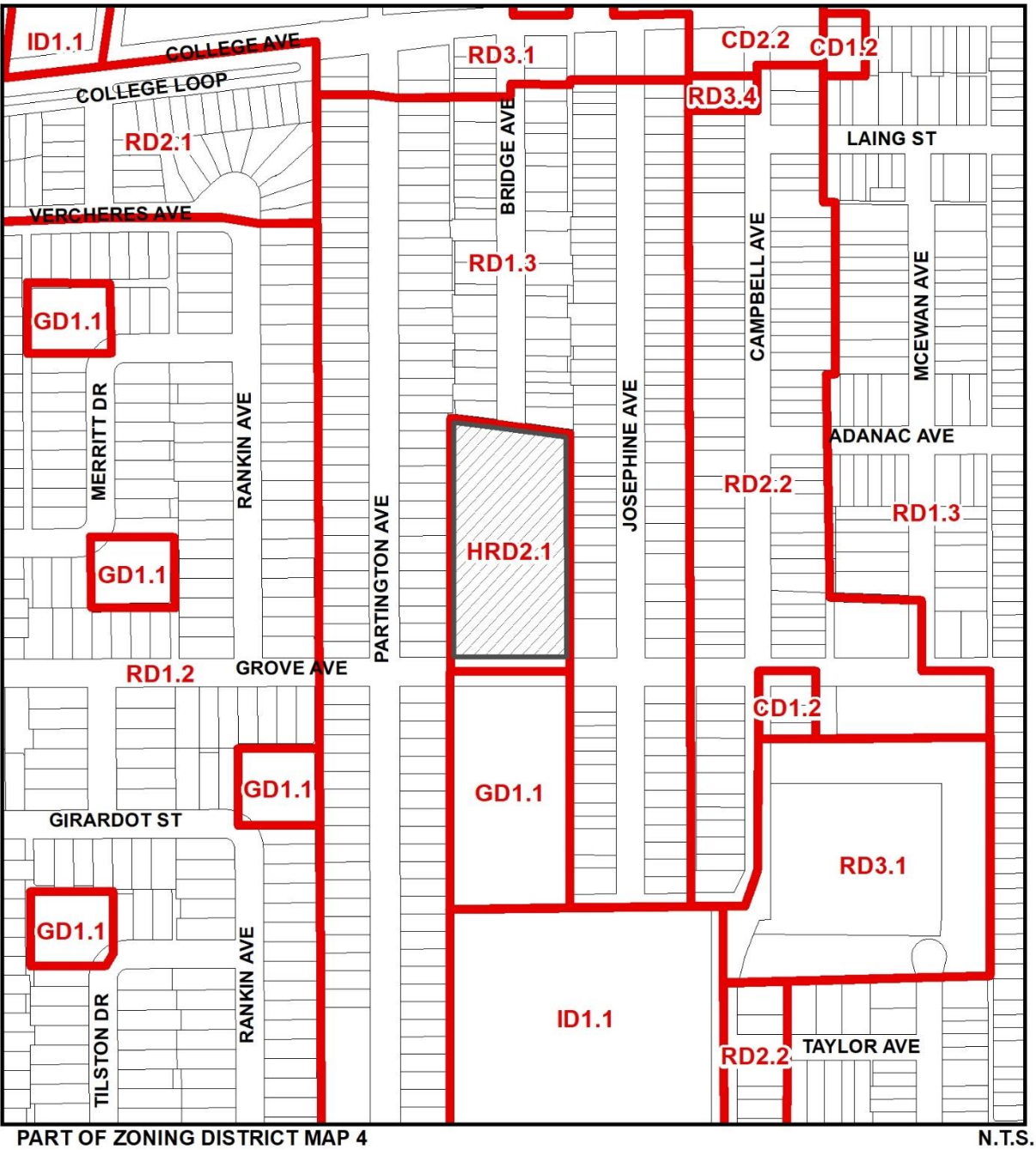
SCHEDULE 2

1. By-law \_\_\_\_\_ has the following purpose and effect:

To amend the zoning of the lands described as Pt Lot 68, Concession 1, PIN 01219-0447, located on the north side of Grove Avenue, between Josephine Avenue and Partington Avenue, by changing the zoning category to facilitate the redevelopment of the property for a townhome and multiple dwellings.

This amendment provides the opportunity for the construction of 43 dwelling units on the subject land, thereby, boosting housing supply / options in the city. This amendment also supports a more compact development and helps optimize the use of existing municipal infrastructure and public facilities in the subject area.

2. Key map showing the location of the lands to which By-law \_\_\_\_\_ applies.



SCHEDULE 2

APPLICANT : OLIVIA CONSTRUCTION HOMES LTD.



SUBJECT LANDS

PLANNING & BUILDING DEPARTMENT



DATE : JULY, 2024  
FILE NO. : Z-016/24, ZNG/7206



**Committee Matters: SCM 205/2024**

**Subject: Adoption of the Development & Heritage Standing Committee minutes of its meeting held July 2, 2024**

**Development & Heritage Standing Committee Meeting**

**Date: Tuesday, July 2, 2024**

**Time: 4:30 o'clock p.m.**

**Members Present:**

**Councillors**

Ward 4 - Councillor Mark McKenzie

Ward 7 - Councillor Angelo Marignani

Ward 9 - Councillor Kieran McKenzie

Ward 10 - Councillor Jim Morrison (Chairperson)

**Councillor Regrets**

Ward 1 - Councillor Fred Francis

**Members**

Member Anthony Arbour

Member Joseph Fratangeli

Member Daniel Grenier

Member Charles Pidgeon

Member Khassan Saka

Member William Tape

**Member Regrets**

Member John Miller

Member Robert Polewski

**PARTICIPATING VIA VIDEO CONFERENCE ARE THE FOLLOWING FROM ADMINISTRATION:**

Kristina Tang, Planner III – Heritage

Rob Martini, Council Assistant

**ALSO PARTICIPATING IN COUNCIL CHAMBERS ARE THE FOLLOWING FROM ADMINISTRATION:**

Jelena Payne, Commissioner, Economic Development

Thom Hunt, City Planner

Greg Atkinson, Deputy City Planner – Development

# Minutes

## Development & Heritage Standing Committee Tuesday, July 2, 2024

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Jason Campigotto, Deputy City Planner - Growth  
Michael Cooke, Manager, Planning Policy / Deputy City Planner  
Patrick Winters, Manager, Development  
Robert Perissinotti, Development Engineer  
Elara Mehrilou, Transportation Planner I  
Brian Nagata, Planner II – Development Review  
Justina Nwaesei, Planner III – Development  
Tracy Tang, Planner III – Economic Development  
Laura Strahl, Planner III – Special Projects  
Kevin Alexander, Planner III – Special Projects  
Gabriel Lam, Waterloo – Co-op Planning  
Julia Wu, Waterloo – Co-op Planning  
Danielle Porier, Waterloo – Co-op Planning  
Liyue Qiu, Waterloo – Co-op Planning  
Anna Ciacelli, Deputy City Clerk

### Delegations—participating via video conference

Item 7.2 - Abdul Naboulsi, area resident  
Item 7.3 - Tracey Pillon-Abbs, Planning Consultant/Agent  
Item 7.4 - Tracey Pillon-Abbs, Planning Consultant/Agent  
Item 10.1 - Xiaoling Duan, Property Owner  
Item 10.2 - David Mady, V.P. Real Estate Development, Rosati Group  
Item 11.4 - Rhys Trenhaile, co-owner 2770722 Ontario Limited

### Delegations—participating in person

Item 7.1 - Jim Dymont, BES, Municipal Planning Consultants  
Item 7.2 - Pawan Khichi, Property Owner and Bryan Pearce, Principal Planner, Baird Architecture Engineering  
Item 7.2 - David French, BA, CPT, Storey Samways Planning Ltd.  
Item 7.2 - Suzanne De Froy, area resident  
Item 7.2 - John Davis, area resident  
Item 7.2 - Vladimir Drobnjakovic, area resident  
Item 7.2 - Chris Kosmidis, area resident  
Item 7.2 - Daniela Fraley, area resident  
Item 7.2 - Reham Glyana on behalf of Hiam Nona & Bassim Jerdow, area residents  
Item 7.2 - Moe Azumi, area resident  
Item 7.3 - Andi Shallvari, Owner  
Item 7.3 - Erik Gerth, area resident  
Item 7.3 - Suzanne Rossini, area resident  
Item 10.3 - Mary Quenneville, property owner  
Item 11.1 - Kyle Edmunds, Dillon Consulting Limited

# Minutes

## Development & Heritage Standing Committee Tuesday, July 2, 2024

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### 1. CALL TO ORDER

The Chairperson calls the meeting of the Development & Heritage Standing Committee to order at 4:30 o'clock p.m.

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

#### Planning Act Matters

Member Daniel Grenier discloses an interest and abstains from voting on Item 7.3 being "Zoning By-law Amendment Application for 0 Bernard Road, Z011/24 [ZNG-7193], Ward 5" as his company has hired the planner on record for the application for one of their projects.

Member Daniel Grenier discloses an interest and abstains from voting on Item 7.4 being "Zoning By-law Amendment Application for 0 Turner Road, Z014/24 [ZNG-7202], Ward 9" as his company has hired the planner on record for the application for one of their projects.

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

None requested.

### 4. COMMUNICATIONS

None presented.

### 8. ADOPTION OF THE MINUTES

#### 8.1. Adoption of the Development & Heritage Standing Committee minutes of its meeting held June 3, 2024

Moved by: Councillor Angelo Marignani

Seconded by: Member Charles Pidgeon

THAT the minutes of the Development & Heritage Standing Committee meeting held June 3, 2024 **BE ADOPTED** as presented.

Carried.

Report Number: SCM 180/2024

# Minutes

## Development & Heritage Standing Committee Tuesday, July 2, 2024

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### 10. HERITAGE ACT MATTERS

#### 10.1. Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)

##### Xiaoling Duan, Property Owner

Xiaoling Duan, Property Owner appears via video conference before the Development & Heritage Standing Committee regarding the administrative report dated June 4, 2024, entitled “Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)” and is available for questions.

Councillor Kieran McKenzie asks the delegate about the reasons for the choice of materials. Xiaoling Duan responds that the material choice is good quality, but due to the immediate need for replacement, the cost of the material chosen is much more affordable considering the other costs associated with addressing the maintenance of the home.

Councillor Kieran McKenzie inquires about the importance of the material choice from a heritage perspective, to maintain the heritage component or value of the property and whether a different material negates or significantly impacts its heritage value. Kristina Tang, Heritage Planner appears via video conference before the Development & Heritage Standing Committee regarding the administrative report dated June 4, 2024, entitled “Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)” and indicates that each of the heritage attributes contribute to the heritage value and appearance of the property. It is strongly encouraged to use the wood shingles, but during the lifetime of this property, there were other materials used besides wood. The property underwent a restoration project where wood shingles were chosen. It is not a permanent change that could be completed at a later date.

Councillor Kieran McKenzie inquires as to what happens if they deny the request. Ms. Tang responds that based on the *Ontario Heritage Act*, alterations can be granted or denied at committee or council and can be granted with terms or conditions or the application can be refused.

Councillor Keiran McKenzie indicates that if the owner is not allowed to proceed as requested, the property may stay in its current state and continue to decline. Ms. Tang indicates that the owner has noted that the roof is leaking and needs to be replaced. There is a risk of property deterioration. There is also a property standards by-law with applicable provisions for designated properties, but there is still an issue with the associated costs for repairs to the owner. There is also an appeals process for the owner should they not be in agreement with council's decision.

Councillor Kieran McKenzie inquires whether the appeal would bring them to some form of tribunal that could reverse the municipality's decision. Ms. Tang responds that it would go to the Ontario Land Tribunal which would be a longer time frame.

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Councillor Angelo Marignani inquires whether there are any other changes proposed to other key elements. Ms. Tang responds that in the report, the owner is also requesting some painting and maintenance, but not replacement.

Member William Tape inquires as to what form of financial assistance can be provided to the owner to be able to return the property to its original historical form. Ms. Tang responds that the community heritage fund is available to support up to 30% of the cost of the roof. There could also be a supplemental application made to the Heritage Property Tax Reduction Program.

Councillor Jim Morrison inquires whether the committee is able to deviate from the recommendations provided by administration. Ms. Tang responds that the owner provided verbal notice that the wood shingle roof was quoted around \$40,000. Administration was not able to verify if it will meet the requirements through the Heritage Incentive Program. The recommendation was worded as in past approved similar applications. The amounts available would still depend on the quotes received.

Councillor Kieran McKenzie inquires whether there is a scenario that would support or subsidize features of a renovation through the heritage fund that are not heritage features. Ms. Tang responds that the program would not fund asphalt roofing or non-heritage conservation works as they are not eligible costs.

Councillor Kieran McKenzie inquires whether administration has explored every potential option to assist the owner with the cost of as many features as needed to be remediated that fall within heritage scope. Ms. Tang indicates that the owner's immediate concern was the roofing. During discussions with the owner, they have outlined the incentive programs that the City offers, and the owner has not expressed interest in any of them to date.

Councillor Kieran McKenzie inquires whether there is any flexibility in the 30% threshold to be able to provide the maximum allowable funding of \$20,000.

Thom Hunt, City Planner appears before the Development & Heritage Standing Committee regarding the administrative report dated June 4, 2024, entitled "Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)" and provides details related to other projects that the committee has provided funding to, which was above the normal range. This committee has the ability to offer more funds. There are exceptions, and the projects that have been detailed had accurate estimates from reputable contractors.

Councillor Kieran McKenzie inquires whether the delegate can provide the City with quotes that they require to determine if there is additional funding available and if they would be open to discussion. Xiaoling Duan responds that they would be open to that process.



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Moved by: Councillor Kieran McKenzie  
Seconded by: Councillor Angelo Marignani

THAT the report of the Heritage Planner dated June 4, 2024 entitled “Request for Heritage Permit – 567 Church Street, RevellD'Avignon House (Ward 3)” **BE REFERRED** back to administration to re-engage the owner and provide information related to different and enhanced opportunities for funding that may be available to protect the heritage features of the building.  
Carried.

Report Number: S 72/2024  
Clerk's File: MBA/2985

### 10.2. Request for Partial Demolition of Heritage Listed Property- 820 Monmouth Road, Terrace (Ward 4)

#### David Mady, V.P. Real Estate Development, Rosati Group

David Mady, V.P. Real Estate Development, Rosati Group appears via video conference before the Development & Heritage Standing Committee regarding the administrative report dated June 4, 2024, entitled “Request for Partial Demolition of Heritage Listed Property- 820 Monmouth Road, Terrace (Ward 4)” and is available for questions.

Councillor Mark McKenzie comments that the proposed plans for the property look like they are going to match the neighbourhood.

Councillor Kieran inquires whether the wording in the recommendation to be informed relates to a property that has been listed but is not yet designated. Tracy Tang, Planner III- Economic Development appears before the Development & Heritage Standing Committee regarding the administrative report dated June 4, 2024, entitled “Request for Partial Demolition of Heritage Listed Property- 820 Monmouth Road, Terrace (Ward 4)” and indicates yes that is the standard wording when there is a notice of intention to demolish or partially demolish.

Councillor Kieran McKenzie inquires as to how this would be treated if it was designated. Ms. Tang indicates that if it was a designated property, there would need to be a heritage permit and a request for alteration and would be considered on a case-by-case basis to approve or refuse the application.

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 632**

THAT Council **BE INFORMED** of the proposed partial demolition at 820 Monmouth Rd, Terrace of 35 square feet of building to accommodate a one-storey rear addition.  
Carried.

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Report Number: S 73/2024

Clerk's File: MBA2024

### 10.3. Request for Partial Demolition of Heritage Listed Property - 886 Monmouth Road, Terrace (Ward 4)

#### Mary Quenneville, property owner

Mary Quenneville, property owner appears before the Development & Heritage Standing Committee regarding the administrative report dated June 12, 2024, entitled "Request for Partial Demolition of Heritage Listed Property - 886 Monmouth Road, Terrace (Ward 4)" and provides details related to a proposed deck at the front of the house she would like to put in to replace the deteriorating one.

Councillor Mark McKenzie asks the delegate about the timeline when she first contacted the city about getting started with this project. Ms. Quenneville responds, in Late April, early May. The contractor that was hired to complete the work recommended obtaining a permit from the City. The application was then forwarded to the heritage committee.

Member William Tape refers to the plans to attach the deck to the building and discourages Ms. Quenneville with proceeding in that direction as it may cause potential deterioration. He adds that moving the deck to its own foundation is a better choice for maintenance.

Councillor Mark McKenzie inquires as to why this application is still going through the heritage process if the porch is not a heritage feature. Ms. Tang responds that under section 27 of the *Ontario Heritage Act*, any proposed demolition or removal of the property or part of the property, heritage listed properties are subject to a heritage permit as part of the process.

Councillor Mark McKenzie inquires whether there is a way to expedite the process for listed properties. Mr. Hunt indicates that in heritage conservation districts part of the regime will be that the Heritage and City Planners can approve minor modifications. There will be a template that will allow decisions to be delegated back to administration to expedite the process.

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 633**

THAT Council **BE INFORMED** of the proposed partial demolition at 886 Monmouth Road, Terrace, to remove the existing poured concrete porch and construct a new front yard deck.

Carried.

Report Number: S 78/2024

Clerk's File: MBA2024

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There being no further business the meeting of the Development & Heritage Standing Committee (*Heritage Act* Matters) portion is adjourned at 5:16 o'clock p.m.

The Chairperson calls the *Planning Act* Matters portion of the Development & Heritage Standing Committee meeting to order at 5:17 o'clock p.m.

### 5. ADOPTION OF THE *PLANNING ACT* MINUTES

#### 5.1. Adoption of the Development & Heritage Standing Committee minutes (*Planning Act*) of its meeting held June 3, 2024

Moved by: Member Daniel Grenier

Seconded by: Member Anthony Arbour

THAT the *Planning Act* minutes of the Development & Heritage Standing Committee meeting held June 3, 2024 **BE ADOPTED** as presented.  
Carried.

Report Number: SCM 192/2024

### 6. PRESENTATION DELEGATIONS (*PLANNING ACT* MATTERS)

N/A

### 7. *PLANNING ACT* MATTERS

#### 7.1. Official Plan Amendment to Facilitate Additional Changes to Streamline the Development Approval Process - City Wide

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 628**

1. THAT Volume 1: The Primary Plan of the City of Windsor Official Plan **BE AMENDED** by adopting Official Plan Amendment (OPA) 179 attached hereto as Appendix 1, and summarized as follows:
  - a) Chapter 10, Procedures; Section 10.2, Supporting Studies and Information is hereby deleted and replaced by a new Section 10.2 Development Applications;
  - b) Chapter 10, Procedures; Section 10.6, Public Participation is hereby deleted and replaced with a new Section 10.6 Public Participation;
  - c) Chapter 11, Tools; Subsection 11.4.3, Consents is hereby deleted and replaced by a new Subsection 11.4.3 Consent Policies;

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- d) Chapter 11, Tools; Section 11.4.4, Part Lot Control is hereby deleted and replaced with a new Subsection 11.4.4 Part Lot Control Policies;
- e) Chapter 11, Tools; Subsection 11.6.3, Zoning By-law Amendment Policies is hereby amended by adding Subsection 11.6.3.4;
- f) Chapter 11, Tools; Subsection 11.6.6 Minor Variance Policies is hereby amended by deleting and replacing with new Subsections 11.6.6.1 to 11.6.6.5 (inclusive); and,
- g) Chapter 11, Tools; Section 11.7 Site Plan Control is hereby amended by deleting and replacing with a new Section 11.7.; and,

2. THAT the Terms of Reference – Planning Application Technical Guidelines attached as Appendix 2 to this report **BE ADOPTED** as a reference document to assist administration and applicants when submitting development applications; and,

3. THAT Administration continue to give consideration to matters which could further assist with streamlining the development approval process and **REPORT BACK** on any options or parameters regarding the delegation of authority to Administration.

Carried.

Report Number: S 22/2024

Clerk's File: Z/14733

Councillor Jim Morrison leaves the meeting at 6:05 o'clock p.m. and Councillor Kieran McKenzie assumes the chair.

Councillor Jim Morrison returns to the meeting at 6:09 o'clock p.m. and Councillor Kieran McKenzie returns to his seat at the Council Table.

### 7.3. Zoning By-law Amendment Application for 0 Bernard Road, Z-011/24 [ZNG-7193], Ward 5

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 630**

THAT the report of the Planner II - Development Review dated May 14, 2024 entitled "Zoning By-law Amendment Application for 0 Bernard Road, Z011/24 [ZNG-7193], Ward 5" **BE DENIED**.

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Councillors Kieran McKenzie and Jim Morrison voting nay.

Report Number: S 65/2024

Clerk's File: Z/14744

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### 7.4. Zoning By-law Amendment Application for 0 Turner Road, Z-014/24 [ZNG-7202], Ward 9

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 631**

- I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning for the lands located on the southeast corner of Moxlay Avenue and Turner Road, described as Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872 [PIN No. 01350-0225 LT], from Residential District 1.1 (RD1.1), to Residential District 3.2 (RD3.2), subject to additional regulations:

#### **508. SOUTHEAST CORNER OF MOXLAY AVENUE AND TURNER ROAD**

- (1) For the lands comprising of Part of Lots 1007 to 1010, Part of Closed Alley, Plan 1126, Part 2, Reference Plan 12R-11872, PIN No. 01350-0225 LT, the following shall apply:

1. Section 5.15.5 shall not apply.
2. The provisions of Section 12.2.5 shall apply, save and except Subsections 12.2.5.3, 12.2.5.4 and 12.2.5.8.
3. Lot Coverage - maximum 41.6%

For this provision *lot coverage* shall exclude any portion of an *accessory building* covered by a *green roof*.

4. Main Building Height - maximum 10.0 m
5. Front Yard Depth - maximum 0.0 m
6. Landscaped Open Space Yard - minimum 41.6% of lot area

For this provision a *landscaped open space yard* shall include a *green roof* and *soft landscaping* defined as follows:

**“GREEN ROOF** means an area open to the sky, located on the roof of a building and maintained with flowers, grass, shrubs, and/or trees.”

**“SOFT LANDSCAPING** means an area open to the sky, maintained with flowers, grass, shrubs, and/or trees.”

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7. A minimum of 390.0 m<sup>2</sup> of *green roof* shall be provided.
8. Notwithstanding Section 25.5.20.1.2 of Table 25.5.20.1, the minimum separation from a *parking area* and Turner Road shall be 1.20 metres, and such separation shall include a 1.20-metre-high ornamental fence spanning the length of the separation, save and except that portion of the separation within 0.30 metres of an *access area*.
9. Notwithstanding Section 25.5.20.1.3 of Table 25.5.20.1, the minimum separation from a *parking area* to the south interior lot line shall be 1.20 metres.
10. Notwithstanding Section 25.5.20.1.6 of Table 25.5.20.1, the minimum separation from a *parking area* to a building wall containing a *habitable room window* shall be 3.50 metres, and such separation shall include a soft landscaping buffer with a minimum depth of 2.00 metres along any building wall containing a *habitable room window*.

[ZDM 12; ZNG/7202]

and,

- II. THAT, at the discretion of the City Planner, Deputy City Planner, or Site Plan Approval Officer, the following **BE SUBMITTED** with an application for Site Plan Approval:
  - a. Micro-Climate Study, prepared by Haddad Morgan & Associates Ltd., dated December 30, 2023.
  - b. Planning Rationale Report, prepared by Pillon Abbs Inc., dated April 25, 2024.
  - c. Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, prepared by Acoustic Engineering Ltd., dated November 9, 2023.
  - d. Sanitary Study, prepared by Haddad Morgan & Associates Ltd., dated August 14, 2023.
  - e. Stormwater Management Study, prepared by Haddad Morgan & Associates Ltd., stamped on March 27, 2024.
  - f. Stormwater Management Study Approval Letter, from the Office of the Commissioner of Engineering Services., dated March 27, 2024.
  - g. Tree Inventory & Preservation Study, prepared by a licensed landscape architect, in accordance with Section 10.2.14 of the City of Windsor Official Plan.
  - h. Urban Design Study, prepared by a qualified consultant, in accordance with Section 10.2.12 of the City of Windsor Official Plan; and,
- III. THAT the Site Plan Approval Officer **BE DIRECTED** to incorporate the following, subject to any updated information, into an approved site plan and executed and registered site plan agreement:



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- a. 1.83-metre-high screening fence shall be erected and maintained on the north limit of Lot 1011, Plan 1126, PIN No. 01350-0183 LT.
- b. 1.83-metre-high screening fence shall be erected and maintained the west limit of the east half of the Closed Alley, Plan 1126, PIN No. 01350-0226 LT.
- c. Mitigation measures identified in the aforesaid Road Traffic and Stationary Noise Impact Study: Turner Road Noise Impact Study, subject to the approval of the Chief Building Official.
- d. Servicing and right-of-way requirements of the City of Windsor - Engineering Department - Right-of-Way Division contained in Appendix E of this report and measures identified in the aforesaid Sanitary Study and Stormwater Management Study; and,

IV. THAT the Site Plan Approval Officer **CONSIDER** the following matter in an approved site plan and/or executed and registered site plan agreement:

- e. Energy Strategy prepared by a qualified consultant, in accordance with the [Energy Strategy Terms of Reference](#).

Carried.

Member Daniel Grenier discloses an interest and abstains from voting on this matter.

Report Number: S 79/2024

Clerk's File: Z/14808

### 7.2. Approval of a Draft Plan of Subdivision and Zoning By-law Amendment for properties known as 4170 and 4190 Sixth Concession Rd; Applicant: 2863167 Ontario Inc.; File Nos. SDN-001/24 [SDN/7194] and Z-012/24 [ZNG/7195]; Ward 9.

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 629**

I. THAT Zoning By-law 8600 **BE AMENDED** by changing the zoning of the lands located on the east side of Sixth Concession Road, north side of Spago Crescent, south of Holburn Street, described as Pt Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], from RD1.2 to RD2.3 with a holding prefix (HRD2.3); and,

II. THAT the holding (H) symbol **BE REMOVED** when the following conditions are satisfied:

- a) The Owner(s) apply to remove the hold provision; and
- b) Registration of a Final Plan of Subdivision; and,

III. THAT the application of 2863167 Ontario Inc. for Draft Plan of Subdivision approval for Part of Lot 13, Concession 6, designated as Part 1 and Part 2 on 12R 12694 [PIN 01560-0137 LT and PIN 01560-0136 LT], **BE APPROVED** subject to the following conditions:

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- 
- A. That the Draft Plan Approval shall lapse on \_\_\_\_\_ (3 years from the date of approval);
- B. That this approval applies to the draft plan of subdivision presented on attached Map No. SDN-001/24-1, prepared by VERHAEGEN Land Surveyors for 2863167 Ontario Inc., showing 5 Blocks for townhome dwellings, 1 Block to be conveyed to the Corporation of the City of Windsor for storm water management pond, 2 Blocks for Road Reserves, and one proposed road allowance (Street A);
- C. That the owner(s) shall enter into a subdivision agreement with the Corporation of the City of Windsor for the proposed development on the subject lands;
- D. That the Owner(s) shall submit for approval of the City Planner/Executive Director of Planning & Building a final draft M-Plan, which shall include the names of all road allowances within the plan, as approved by the Corporation.
- E. That the subdivision agreement between the Owner(s) and the Corporation of the City of Windsor be registered on title and shall contain, among other matters, the following provisions:
1. The Owner(s) shall include all items as set out in the Results of Circulation (Appendix D, attached hereto) with further amendments as required and other relevant matters set out in CR 233/98 (Standard Subdivision Agreement).
  2. **Conveyance Requirements:** The Owner(s) shall, prior to the issuance of a construction permit, gratuitously convey to the Corporation of the City of Windsor
    - i) Block 6 on Map No. SDN-001/24-1 for Storm Water Management (SWM) Facility purposes;
    - ii) Block 7 (*a 0.3m wide strip of land along the entire Sixth Concession Road frontage*) and Block 8 (*0.3m wide strip of land along the dead-end of Street A*) on Map No. SDN-001/24-1, for land reserve purposes; and
    - iii) A 2.5m wide strip of land along the frontage of Block 5 on Map No. SDN-001/24-1, for utilities; and all conveyances shall be to the satisfaction of the City Engineer and the City Solicitor.
  3. **Cul-De-Sac:** The Owner(s) shall construct at the northerly limit of Street A a cul-de-sac bulb wide enough to accommodate a minimum boulevard width of 2.5m for utilities as stipulated by the City of Windsor Standard Drawing AS-206C. Also, the radius shall be large enough for garbage collection trucks and emergency vehicles to turn around in. All work to be to the satisfaction of the City Engineer.
  4. **Sidewalks** -The owner(s) shall agree to:

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- a) Pay to the Corporation, prior to the issuance of a Building Permit, the sum of \$10,080.00 being the Owner's contribution towards the future construction of a concrete sidewalk on the 6th Concession Road frontage of the subject lands.
  - b) Construct, at their entire expense and according to City of Windsor Standard Specifications, concrete sidewalks at the following locations, to the satisfaction of the City Engineer:
    - i. New Street A – along the west boulevard
    - ii. Spago Crescent - along the north boulevard from Street A to Zurich Avenue
5. **Curbs and Gutters** – The Owner(s) shall further agree to pay to the Corporation, prior to the issuance of a construction permit, the sum of \$5,328.00 being the Owner's contribution towards the future construction of concrete curb & gutter on the 6th Concession Rd frontage of the subject lands.
6. **Drainage Report** - The Owner(s) shall agree to retain, at its own expense, a Consulting Engineer to provide a detailed Drainage Report in accordance with the *Drainage Act*, to the satisfaction of the City Engineer.
7. **Servicing Charges** – The Owner(s) shall note that they may be required to pay servicing charges for the existing sewers on Spago Crescent and/or sewer connection(s) owing to Sixth Concession Development Ltd. if not paid previously for this site. Proof of payment will be required prior to the issuance of a construction permit.
8. **Tree Removal & Replacement:** The Owner(s) shall pay to the Corporation, prior to the issuance of a construction permit, the sum of \$3,400 being tree replacement cost for the removal of the Norway Maple (22cm DBH).
9. **Tree Protection Fencing:** The Owner(s) shall agree to install tree protection fence, prior to commencement of pre-grading activities, and shall further agree to retain a Certified Arborist to inspect the tree protection fencing prior to and during construction to ensure that the fencing remains intact and in good repair throughout the stages of development.
10. **Climate Change considerations:** The Owner(s) shall agree to compensate at caliper-per-caliper rate any trees not able to be retained on the site, in addition to the standard payment for one new tree per unit requirement at the time of building permit, to the satisfaction of the City Forester as per the Schedule of Fees.
11. **Parkland Conveyance:** The Owner(s) shall, prior to the issuance of a construction permit, pay cash-in-lieu of the 5% of lands to be developed, in accordance with By-

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law 12780, to the satisfaction of the Executive Director of Parks and the City Planner.

**12. Enbridge Clearance Requirements:** The Owner(s) shall agree to maintain a minimum separation of

- i) 0.6m horizontal and 0.3m vertical from all Enbridge's plants less than NPS 16;
- ii) 1.0m horizontal and 0.6m vertical between any CER-regulated and vital pipelines; and
- iii) 1.0m when drilling parallel to any of Enbridge's pipelines.

**13. Noise and Vibration Control:** The Owner(s) shall, at its entire expense,

- i) install a 1.8m high noise barrier fence with a minimum density of 20 kg/m<sup>2</sup> along the westerly lot line (Sixth Con. Rd. frontage) of the subject lands in accordance with the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report.

**14. Noise Control Measures:** The Owner(s) shall agree to design the subject development in compliance with the following criteria:

- i) all windows leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report, in order to meet the MOECC indoor noise level criteria;
- ii) all walls leading to sensitive living areas shall have a minimum sound transmission class (STC) as noted in the diagram labelled *Sheet 4 – Mitigation Measures (excerpt from Appendix B to Acoustical Report)* on page 14 of Appendix E attached to this report;
- iii) acoustic privacy between units in a multi-tenant building, the inter-unit wall, shall meet or exceed STC-50; and
- iv) wall separation between noisy spaces, such as refuse chutes or elevator shafts, and suites shall meet or exceed STC-55.

**15. Acoustical Consultant Review:** The Owner(s) shall, prior to the issuance of a building permit, and at their entire expense, engage the services of an acoustical consultant to review the sound transmission class (STC) for the proposed development's walls, windows, and doors to ensure they conform to the recommendations outlined in the February 20, 2024, Acoustical Report prepared by BAIRD AE.

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16. **Warning Clause(s):** The Owner(s) shall agree to place the following warning clause in all Offers to Purchase, and Agreement of Purchase or Sale or lease between the Owner(s) and all prospective home buyers, and in the title of each dwelling unit within the subject plan of subdivision [Map No. SDN-001/24-1].

a) Noise Warning -

*"This dwelling unit has been supplied with a central air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and the Ministry of the Environment."*

b) Vibration Warning -

*"Purchasers/tenants are advised that due to the proximity of the adjacent roadway, vibration from the roadway may be felt."*

17. The Owner(s) shall agree to:

- i) relocate any existing Bell Canada facilities or easements found to be in conflict with the proposed development;
- ii) contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development; and, where the required infrastructure is unavailable, the owner(s) shall agree to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure or demonstrate to the satisfaction of the City Engineer and Chief Building officer that sufficient alternative communication/telecommunication will be provided to enable the effective delivery of communication/telecommunication services for emergency management services.

### NOTES TO DRAFT APPROVAL (File # SDN-001/24)

1. *The applicant is directed to Section 51(39) of The Planning Act 1990 regarding appeal of any imposed conditions to the Local Planning Appeal Tribunal. Appeals are to be directed to the City Clerk of the City of Windsor.*
2. *It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the City of Windsor, to the attention of the City Planner / Executive Director of Planning and Development, quoting the above-noted file number.*
3. *Required agreements with the Municipality will be prepared by the City Solicitor.*

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4. *The applicant should consult with an Ontario Land Surveyor for this proposed plan concerning registration requirements relative to the Certification of Titles Act.*
5. *The final plan approved by the Corporation of the City of Windsor must be registered within thirty (30) days or the Corporation may withdraw its approval under Section 51(59) of The Planning Act 1990.*
6. *All plans of subdivision/condominium are to be prepared and presented in metric units and certified by the Ontario Land Surveyor that the final plan is in conformity to the approved zoning requirements.*
7. *Where agency conditions are included in the City's Subdivision Agreement, the Applicant is required to forward a copy of the agreement to the agencies in order to facilitate their clearance of conditions for final approval of this plan; and,*

IV. THAT the City Clerk **BE AUTHORIZED** to issue the required notice respecting approval of the draft plan of subdivision under Section 51(37) of The *Planning Act*, and,

V. THAT the subdivision agreement shall **BE REGISTERED** against lands to which it applies prior to the final registration of the Plan of Subdivision; and,

VI. THAT prior to the final approval by the Corporation of the City of Windsor, the City Planner / Executive Director of the Planning and Development shall **BE ADVISED**, in writing, by the appropriate agencies that conditions have been satisfied; and,

VII. THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign all necessary agreements and documents approved as to form and content satisfactory to the City Solicitor  
Carried.

Councillor Mark McKenzie and Member Anthony Arbour voting nay.

Report Number: S 71/2024  
Clerk's File: Z/14781 & Z/14544

There being no further business the meeting of the Development & Heritage Standing Committee (*Planning Act* Matters) portion is adjourned at 9:10 o'clock p.m.

The Chairperson calls the Administrative Items portion of the Development & Heritage Standing Committee meeting to order at 9:11 o'clock p.m.



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### 11. ADMINISTRATIVE ITEMS

#### 11.1. 3251 Riverside Drive East Culvert Relocation - Cost Sharing - Riverside Horizons Inc. - Ward 5

##### Kyle Edmunds, Dillon Consulting Limited

Kyle Edmunds, Dillon Consulting Limited appears before the Development & Heritage Standing Committee regarding the administrative report dated June 14, 2024, entitled "3251 Riverside Drive East Culvert Relocation - Cost Sharing - Riverside Horizons Inc. - Ward 5" and is available for questions.

Moved by: Councillor Mark McKenzie  
Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 634**

- I. THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to sign a cost sharing agreement with Riverside Horizon's Inc., whereby the City will pay an estimated \$509,876, excluding HST (final payment to be based on actual construction costs), as the City's share of infrastructure costs associated with the Pratt Drain culvert relocation, to be satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer; and,
- II. THAT the cost sharing payment be funded from the New Infrastructure Development Project (Project ID #7035119).

Carried.

Report Number: S 80/2024  
Clerk's File: SPL/14202

#### 11.4. City of Windsor Community Improvement Plans-Extensions of Grant Approvals

##### Rhys Trenhaile, co-owner 2770722 Ontario Limited

Rhys Trenhaile, co-owner 2770722 Ontario Limited appears via video conference before the Development & Heritage Standing Committee regarding the administrative report dated June 14, 2024, entitled "3251 Riverside Drive East Culvert Relocation - Cost Sharing - Riverside Horizons Inc. - Ward 5" and is available for questions.

# Minutes

## Development & Heritage Standing Committee

Tuesday, July 2, 2024

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Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Decision Number: **DHSC 637**

- I. THAT approvals for financial incentives authorized under various Community Improvement Plans by Council Resolutions listed in Appendix A **BE EXTENDED** for one (1) year from the date of Council approval of Report S74/2024; and,
- II. THAT the City **CONSENT** to assignments of all existing Community Improvement Plan (“CIP”) grant agreements with the City (each, a “**Grant Agreement**”) upon the original owner (the “**Assignor**”) notifying the City that all or part of the subject property is being or has been conveyed to a new owner (the “**Assignee**”), provided:
  - a. In the case of the Assignor wishing to assign the right to receive the Grant payments to the Assignee:
    - i. The Assignee and Assignor enter into an assignment agreement satisfactory in form and content to the City Solicitor;
    - ii. The Assignor agrees that the Assignee has the right to receive the Grant payments;
    - iii. The Assignee agrees to assume the Assignor’s obligations under the Grant Agreement; and
    - iv. All other requirements of the Grant Agreement are satisfied; or
  - b. In the case of the Assignor wishing to continue to receive the Grant payments:
    - i. The Assignee and Assignor enter into an assignment agreement satisfactory in form and content to the City Solicitor (the “**Grant Retention Agreement**”, and together with the Grant Assignment Agreement, the “**Assignment Agreements**”);
    - ii. The parties agree that the Assignor shall continue to receive the Grant payments;
    - iii. The Assignee agrees to assume the Assignor’s obligations under the Grant Agreement; and
    - iv. All other requirements of the Grant Agreement are satisfied.
- III. THAT the City Planner **BE AUTHORIZED** to sign the Assignment Agreements, satisfactory in form and content to the City Solicitor, in content to the Deputy City Planner – Development and in financial content to the City Treasurer.

Carried.

Report Number: S 74/2024  
Clerk’s File: SPL2024

# Minutes

## Development & Heritage Standing Committee Tuesday, July 2, 2024

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### 11.2. Application to Demolish Residential Dwelling Located at 2318 Westcott Road, which is Subject to Demolition Control By-law 131-2017 (Ward 5)

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 635**

- I. THAT the Chief Building Official **BE AUTHORIZED** to issue a demolition permit to the property owner 2644008 Ontario Ltd. (Adel Shaya) for the single residential dwelling located at 2318 Westcott Road to facilitate redevelopment of the property into a single detached dwelling, resulting in a total of one residential dwelling unit; and,
- II. THAT any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- III. THAT the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit, that:
  1. The Redevelopment identified in Appendix 'C' be substantially complete within two years of demolition permit issuance; and,
  2. If redevelopment, including construction of a new building, is not substantially complete within two years of the commencement of demolition the maximum penalty (\$20,000) shall be entered on the collectors roll of the property; and,
- IV. THAT the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition.

Carried.

Report Number: S 76/2024

Clerk's File: SPL2024

### 11.3. Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Reigns 740 Inc. for 3495 Bloomfield Road (Ward 2)

Moved by: Councillor Angelo Marignani

Seconded by: Councillor Mark McKenzie

Decision Number: **DHSC 636**

- I. THAT the request made by Reigns 740 Inc. to participate in the Environmental Site Assessment Grant Program **BE APPROVED** for the completion of a proposed Phase II Environmental Site Assessment Study for the property located at 3495 Bloomfield Road pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan;

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## Development & Heritage Standing Committee

Tuesday, July 2, 2024

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and,

- II. THAT the City Treasurer **BE AUTHORIZED** to issue payment up to a maximum of \$15,000 based upon the completion and submission of a Phase II Environmental Site Assessment Study completed in a form acceptable to the City Planner and City Solicitor; and,
- III. THAT the grant funds in the amount of \$15,000 under the Environmental Site Assessment Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to Brownfield Strategy Remediation (project 7069003) when the eligible work is completed to the satisfaction of the City Planner; and,
- IV. THAT should the proposed Phase II Environmental Site Assessment Study not be completed within two (2) years of Council approval, the approval **BE RESCINDED** and the funds be uncommitted and made available for other applications.

Carried.

Report Number: S 77/2024

Clerk's File: SPL2024

### 11.5. Sandwich Town CIP Application, 3495 Bloomfield Road; Owner: Reigns 740 Inc. (C/O: Sital Singh Garha); (Ward 2)

Moved by: Councillor Mark McKenzie

Seconded by: Councillor Kieran McKenzie

Decision Number: **DHSC 638**

- I. THAT the request for incentives under the Sandwich Incentive Program made by Reigns 740 Inc. (C/O: Sital Singh Garha), (the "Owner") owner of the property located at 3495 Bloomfield Road (the "Property"), **BE APPROVED** for the following programs when all work is complete:
  - i. *Development and Building Fees Grant* for 100% of the Development and Building Fees identified in the Sandwich CIP to a maximum amount of (+/- \$60,000);
  - ii. *Revitalization Grant Program* for 70% of the municipal portion of the tax increment for up to 10 years (+/- \$10,836 per year) (collectively, the "Grant"); and,
- II. THAT Administration **BE AUTHORIZED** to prepare the Sandwich Incentive Program Agreement for the *Revitalization Grant* in accordance with all applicable policies, requirements, and provisions contained within the Olde Sandwich Towne Community Improvement Plan (the "Grant Agreement") to the satisfaction of the City Planner as to content, the City Solicitor as to form, and the CFO/City Treasurer as to financial implication; and,

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## Development & Heritage Standing Committee

Tuesday, July 2, 2024

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- 
- III. THAT funds in the maximum amount of \$60,000 under the *Development Building Fees Grant Program* **BE TRANSFERRED** from the CIP Reserve Fund 226 to the *Sandwich Community Development Plan Fund* (Account 7076176) when the work is complete; and,
- IV. THAT grants **BE PAID** to Reign 740 Inc. upon completion of the proposed three (3) single family dwellings from the *Sandwich Community Development Plan Fund* (Project 7076176) to the satisfaction of the City Planner and Chief Building Official; and,
- V. THAT any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- VI. THAT the approved Grants **SHALL LAPSE** if the Owner has not completed the work and fulfilled the conditions within 2 years of the approval date. Extensions **SHALL BE** given at the discretion of the City Planner.

Carried.

Report Number: S 81/2024

Clerk's File: SPL2024

## 12. COMMITTEE MATTERS

None presented.

## 13. QUESTION PERIOD

None registered.

## 14. ADJOURNMENT

There being no further business the meeting of the Development & Heritage Standing Committee (Administrative Item matters) is adjourned at 9:14 o'clock p.m. The next meeting of the Development & Heritage Standing Committee will be held on Tuesday, August 6, 2024.

Carried.

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Ward 10 – Councillor Jim Morrison  
(Chairperson)

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Deputy City Clerk / Supervisor of  
Council Services



**Council Report: S 99/2024**

**Subject: Community Heritage Fund Request – 3069 Alexander Ave,  
Masson-Deck House (Ward 2)**

**Reference:**

Date to Council: August 6, 2024

Author: Kristina Tang  
Heritage Planner  
Email: [ktang@citywindsor.ca](mailto:ktang@citywindsor.ca)  
Phone: 519-255-6543 X 6179

Tracy Tang  
Planner III- Economic Development (A)  
Email: [ttang@citywindsor.ca](mailto:ttang@citywindsor.ca)  
Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu  
Research Assistant- Municipal Heritage Register  
Email: [jwu@citywindsor.ca](mailto:jwu@citywindsor.ca); [lqiu@citywindsor.ca](mailto:lqiu@citywindsor.ca)  
Phone: 519-255-6543 X 6820  
Planning & Building Services

Report Date: July 18, 2024  
Clerk's File #: MBA/3801

**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT a total grant of 30% of the cost to an upset amount of \$15,126.18 for the cedar roof shingles and the cedar dormer shingles, from the Community Heritage Fund (Reserve Fund 157), **BE GRANTED** to the Owner of the Masson-Deck House at 3069 Alexander Ave, subject to:
  - a. Fulfillment of the conditions of Heritage Permit HP 09/2024 issued under delegated authority;
  - b. Determination by the City Planner that the work is completed to heritage conservation standards;
  - c. Owner's submission of paid receipts for work completed;

- d. That the Community Heritage Fund (Reserve Fund 157) grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

### **Executive Summary: N/A**

### **Background:**

The subject property, constructed in 1924, is located in the 3000 block of Alexander Avenue between Detroit Street and Rosedale Avenue, and is designated as part of the Sandwich Heritage Conservation District. However, more specifically, the Masson-Deck House, located at 3069 Alexander Avenue, was individually heritage designated on November 9, 1998, through By-law 335-1998. The current Owner, Peter Deck, was involved in the individual designation of the property, which has been owned by the Deck family for many decades. Its reasons for designation include its association with Dr. John Deck from the Deck family, and association with locally significant architect George Y. Masson, who designed the house as his personal residence, as well as its French Cottage style with a cedar shingle roof and ornate bracketed wooden door frame and front canopy. The Reasons for Designation from the Designation By-law is included as Appendix 'A'.



Front elevation of the house from Alexander Avenue with temporary protection to prevent further leaking.

Starting in May 2024, Owner of the property (Peter Deck) began discussions with the City about the replacement of the aging and deteriorating cedar wood shingles, which have caused leaks into the interior. The Owner has been contacting roofing vendors since then and experiencing the increasing pressure of the roof leaks. At the writing of the report, the Owner requested to proceed with his roof repairs to address the urgency of the leaks, and because the Owner was able to secure the roof vendor (DS 60) to commence the roof replacement in late mid-late July. Staff reviewed the submitted scope of work and specifications, and was in acceptance of the proposed work as meeting heritage standards, therefore proceeded to issue a Heritage Permit HP-09/2024 under the Delegated Authority stream, in accordance with Section 4.1.1 of Schedule 'B' of Bylaw 147-2023 (City Planner Delegated Authority Bylaw).

Despite the commencement of work, the Owner still hopes to secure retroactive heritage funding from the City for the work (details expanded in financial section of the



report). Therefore, the Owner has also submitted a Community Heritage Fund Application in Appendix B, and provided some verbal rationale for the request which has been outlined in this report.

### Legal Provisions:

Part IV, 39 (1) of the *Ontario Heritage Act* (OHA) provides that “The council of a municipality may pass by-laws providing for the making of a grant or loan to the owner of a property designated under this Part for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the council may prescribe.” The City’s Community Heritage Fund (Reserve Fund 157) exists to provide grants to heritage conservation works on designated heritage properties.

The City’s Community Heritage Fund (Reserve Fund 157) and Heritage Property Tax Reduction program exists to support and encourage owners of heritage property to invest in the conservation of designated heritage properties.

### Discussion:

#### History of Roof:

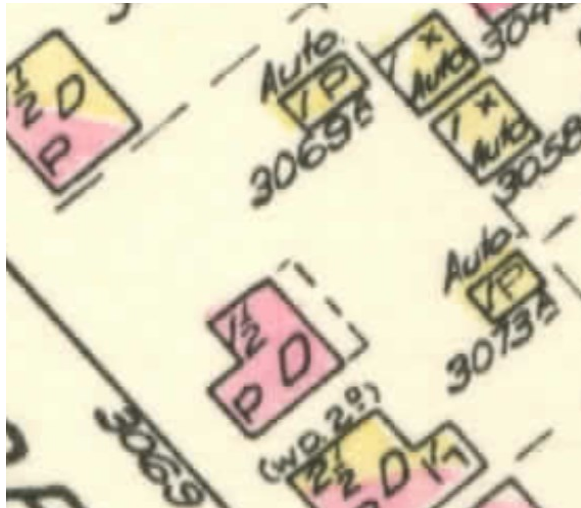
The 1924 French Cottage style property was constructed with a cedar shingle roof



c.1925 photo of property



Subject house was addressed as 109 Alexander Ave. in the 1924 Fire Insurance Map (Sheet 61), with Shingles for roofing material.



1952 Fire Insurance Map

A change in roofing material was reflected in the 1952 Fire Insurance Maps, indicating roofing to be Tar & Gravel on Composition. In an article "Part of a heritage by Dale Molnar" Star staff reporter, it states that "the original cedar shingles were covered over a couple of times with asphalt roofing through the years", prior to 1999. However, since the property's designation in 1998, there has been restoration work completed to be more respectful to its original style. In 1999, Margaret Deck, previous Owner of the subject property, submitted a Community Heritage Fund application to restore the property back to its original cedar roofing. The application was approved by City Council and the Windsor Architectural Conservation Advisory Committee (WACAC) for a grant of \$5,000 to defray the \$20,000 cost of the roof restoration then.



Aerial Map of 3069 Alexander Ave (EIS, 2023)

#### Proposal & Conservation Details:

The current cedar roof on the single-detached building has been existing since the last restoration c. 1999 -2000.



It has been 25 years since then and the roof has exhibited signs that it is at the end of its life cycle and requires repair, evident through the roof leaking issues. The Property Owner expressed urgency in replacing the aging cedar roof to ensure that no further deterioration or damages occur to the property. When staff visited the site on July 9, 2024, there was already temporary measures in place to stop the leaks.



Photos of the roof from July 9, 2024



Photos of the roof from rear of house

The Owner actively sought quotes to source for a contractor who can do the work for a replacement cedar roof in Windsor. Hiring somebody locally with the skills who was also available to undertake the project was challenging. At the time of writing of the report, the Owner had received a quote from DS60 and another from Heritage Roofing. Staff provided conservation details and requirements to the Owner to request those standards from the Vendors. By July 17, 2024, the Owner expressed the desire to proceed with DS60 contractor due to their ability to start the roof replacement in mid-late July to address the urgency of the leaking roof. Upon the Owner's request, staff reviewed, processed, and issued a Heritage Permit (HP-09/2024) through Delegated Authority for the cedar wood roof replacement.

The DS60 quote for replacement with a new cedar roof includes the complete removal of the existing cedar shingles, the installation of new plywood and breathable underlayment, material delivery and supply, cedar shingle installation, the trimming of dormer sidewall corners, and the reinstallation of all appropriate flashing. The cedar shingle material is quoted as #1 Perfection 18"-7/16" butt with a 5 1/2" exposure. In comparison to Heritage Roofing's 6" shingles, DS60's quote features a 5 1/2" exposure on the cedar shingles, providing more coverage for the roof from the greater number of shingles.

The roof replacement work using cedar shingles follows the *Standards & Guidelines for Conservation of Historic Places*. Standards 13 and 14 are listed below.

### **Additional Standards Relating to Restoration**

- 13.** Repair rather than replace *character-defining elements* from the *restoration period*. Where character-defining elements are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
- 14.** Replace missing features from the *restoration period* with new features whose forms, materials and detailing are based on sufficient physical, documentary and/or oral evidence.



Section 4.3.3 Roofs in the S&G provides direction for the best heritage practices when dealing with roofs.

	Recommended	Not Recommended
3	<b>Documenting</b> the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character-defining roofs and roof elements, without first documenting their existing character and condition.
16	<b>Replacing</b> in kind an entire element of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function.  Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes.

#### Official Plan Policy:

The Windsor Official Plan includes (9.3.6.1.), “Council will manage heritage resources by: (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means”.

The Plan includes protection (9.3.4.1). “Council will protect heritage resources by: (c) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant demonstrate that the proposal will not adversely impact the heritage significance of the property ...” and enhancement [9.3.5.1(b)] “Council will enhance heritage resources by: (b) Promoting, maintaining and administering the [Community Heritage] Fund for special heritage conservation projects; ”.

#### Risk Analysis:

The risk of taking no action for this property is the lack of demonstration from the City to support a willing heritage property Owner in the stewardship of the municipally designated heritage property.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique heritage features in the City due to the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal.

No city funds will be disbursed until the project is determined by Planning Staff to have fulfilled the conditions of the delegated Heritage Permit HP-09/2024 issued for this work, satisfactory inspections by staff that the work is completed according to heritage conservation standards, and Owner’s submission of paid receipts for work completed (proof of payment reviewed by Planning & Finance Staff).

## Climate Change Risks

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

## Financial Matters:

The Community Heritage Fund (CHF) guidelines include the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". In this particular case, the applicant is asking to proceed with approximately 30% grant approval for replacements to cedar shingles with no loan component. As well, the Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will then be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding."

The Owner made significant efforts to solicit bids and quotes from local companies. Up to the time of the writing of the report, quotes were only received from DS60 and Heritage Roofing. Other vendors sought include Dayus roofing & Roofcraft Inc., who had not visited the site nor provided quotes to the Owner at the time of writing this report. A summary table of the quotes received are listed in the table below (and in Appendix B). Heritage Roofing has experience with roofing for local heritage properties, including repairs and replacements of cedar wood roofs, but the Owner has been awaiting product clarification and Plywood deck cost confirmation from Heritage Roofing. For DS60, there has not been any confirmed previous experience with heritage projects. However, the Owner was in close communication with the company in adhering to City requirements ("specifications") for the wood roofing and had availability to start the urgent repairs.

<b>COST SUMMARY OF ROOF PROJECT</b>		
<b>Quote from Vendors</b>	<b>Cost (without HST)</b>	<b>Cost (with HST)</b>
DS60 Roofing & Shingles - #1 Perfection Cedar	\$44,620.00	\$50,430.60
Heritage Roofing – Grade 1 Cedar Shingles (but without plywood decking repair/replacement)	\$29, 361.25	\$33,178.21
Heritage Roofing – Grade 1 Cedar Shingles plus plywood decking *Staff assumed cost of plywood decking based on conservative estimate of 2618 sq ft at rate of \$6/sq ft of ½" plywood totalling \$15,708+HST from Quote notes	\$45,069.25	\$50,928.25

Though the Owner is still requesting financial incentives from the City, ultimately, the Owner selected DS60 as the roofing contractor in order to start the work earlier to address urgent leak issues. Staff provided precaution to the Owner that the sequencing of starting work before Council approval is not the usual practice for the City's heritage incentives program. Staff further explained to the Owner that the ultimate decision of funding would depend on Heritage Committee/City Council decision. However, there has been instances such as at 719 Victoria Ave (Treble-Large House) when Council granted heritage incentives retroactively (similar reasons of urgent repairs needed for the turret and chimney, with staff communication and guidance in partnership with the Owner through the proposed work scope). There have also been more recent Council approvals of incentives retroactively at 1958-1998 Wyandotte Street East (Strathcona Building) for the restoration costs of bay windows that were negotiated and restored with staff input through the redevelopment process of the building.

The cost of the roof replacement work with cedar shingle is a significant cost for a private property owner as opposed to more contemporary materials, such as asphalt. This is especially true in today's climate of increasingly expensive specialty trades work and inflation. The heritage financial incentive through the Community Heritage Fund (CHF) would provide support for the continued conservation of the heritage features of this designated building. Recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road provided a 30% grant incentive from the Community Heritage Fund for cedar wood replacement work. Therefore, Administration also recommends approval of up to 30% for the cedar roof replacement work at the Masson-Deck House.

As of June 30, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$124,349.95 available (including the safeguard of having the minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the grant recommended. Administration recommends that the amount of 30% after HST to an upset amount of \$15,126.18 to the Property Owner be provided for the cedar wood roof replacement project.

The Owner has also applied for the Heritage Property Tax Reduction program which will be administratively processed when amounts are under \$20,000 as per By-law 164-2015. According to public property inquiry records, the total property taxes payable in 2024 for 3069 Alexander Avenue was \$4,228.23. The annual tax reduction is up to 30% per year for a maximum of 3 years up to the cost of the restoration. The 3-year tax reduction is approximately \$3,805.41 for 3069 Alexander Avenue but will be confirmed by Financial Tax staff as part of the regular administrative processing of the Heritage Property Tax Reduction application. This is also in line with the aforementioned heritage designated properties examples at 546 Devonshire Road and 548-550 Devonshire Road receiving financial incentives for wood roofing replacements.

### **Consultations:**

City staff have been consulting with the Owners in recent months. Josie Gualtieri, Financial Planning Administrator, assisted with confirmation of fund balance.



**Conclusion:**

A total grant amount of 30% of the cost of the roof replacement at 3069 Alexander Ave to the upset amount of \$15,126.18 from the Community Heritage Fund (Reserve Fund 157) is recommended to be granted to the Property Owner, subject to conditions.

**Planning Act Matters: N/A**

**Approvals:**

<b>Name</b>	<b>Title</b>
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Deputy City Planner - Growth
Neil Robertson	City Planner / Executive Director Planning & Building
Lorie Gregg	On behalf of Commissioner of Finance & City Treasurer
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A - Reasons for Designation
- 2 Appendix B - Community Heritage Fund Application

## SCHEDULE "B"

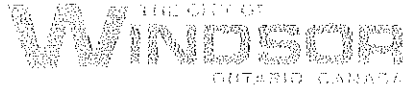
### REASONS FOR DESIGNATION

#### Architectural:

- French Cottage style home build c1924.
- Hipped roof with central chimney over main section.
- Rough-cast stucco exterior.
- Cedar shingle roof.
- Six over six double hung windows except for front L window which is 6 by 4 panes.
- Brick window sills.
- Soldier course brick base at grade.
- Ornate bracketed wooden door frame and canopy (front door).

#### Historical:

- Col. George Y. Masson was a senior partner in the architectural firm of Sheppard & Masson which was responsible for many of the most prestigious buildings in Windsor between 1926 and the 1960s. Their work included the monumental Federal Building (Post Office) on Ouellette, the Essex Golf and Country Club, numerous residences, schools and office buildings. This house was designed by Masson as his personal residence. He owned the house from its construction in 1924 until 1964 when it was sold to John N. and Margaret Deck, the present owner.
- Dr. John Deck, professor of philosophy at the University of Windsor for 21 years, died in September 1979 at the age of 57. A native of Buffalo, New York, Dr. Deck was a Latin scholar and published several works, including a study of Greek philosopher Plotinus. He held degrees from the University of Western Ontario and a PH.D. from the University of Toronto and taught at Boston College before joining the University of Windsor in 1957.



## COMMUNITY HERITAGE FUND GRANT APPLICATION

Revised 07/2023

### CORPORATION OF THE CITY OF WINDSOR

Planning Dept., Suite 320-350 City Hall Sq W, Windsor ON N9A 6S1  
519-255-6543 | 519-255-6544 (fax) |

#### APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principal of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

#### APPLICANT

Contact Name(s) Peter Deek

#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### Who is the primary contact?

☒ Applicant

☒ Registered Owner

☐ Agent

**COMMUNITY HERITAGE FUND  
GRANT APPLICATION**

Revised 07/2023

**2. SUBJECT PROPERTY FOR WHICH HERITAGE FUNDS ARE REQUESTED**

Heritage Name of Property: Masson-Deek house  
Municipal Address: 3069 Alexander Ave  
Legal Description (Lot and Plan): Plan 1073 Lot 23 Lot 24  
Assessment Roll Number(s): 050-150-02000-0000  
Existing Use: Single family Residential  
Heritage Designation:  
☒ Part IV (Individual) ☒ Part V (Heritage Conservation District)  
By-law #: \_\_\_\_\_ District: Sandwich

Is the property subject to a Heritage Easement or Agreement?

☒ Yes ☐ No

**3. REQUESTED HERITAGE FUND ASSISTANCE**

Total Estimated Project Costs: \$ 50,000  
Total Grant Amount Requested: \$ 7,500

NOTE: Details are set out in the pamphlet "Windsor's Community Heritage Fund".

Are there any outstanding mortgages or liens against this property?

☒ No  
☐ Yes Amount: \$ \_\_\_\_\_ Institution: \_\_\_\_\_

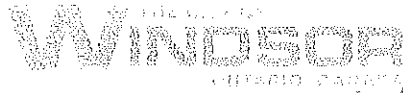
Have you previously received assistance from the City for the property named above?

☒ No  
☐ Yes Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Source of funds: \_\_\_\_\_

**4. HERITAGE FUND REQUEST RATIONALE**

Describe fully here (or on attached sheets) the proposed conservation/ restoration work to be undertaken:

Existing deteriorating and leaking 25 year  
old cedar roof must be replaced.  
Alternative roofing materials could be used



## COMMUNITY HERITAGE FUND GRANT APPLICATION

Revised 07/2023

for approximately half the cost of  
cedar roof but cedar roof is part  
of reason for designation of this  
home.

### 5. CHECKLIST OF MATERIALS SUBMITTED

Check all that apply (to be determined by Heritage Planning staff)

- ☒ At least two written estimates from qualified contractors and/or qualified design consultants for the proposed restoration work(s). The estimates should contain sufficient detail to permit a review of individual components of the proposed work. Attach estimates to this form when filing.
- ☐ A brief one-page rationale/justification letter addressed to the Heritage Committee, requesting support for the proposed works through financial assistance
- ☐ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☐ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☐ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☐ Specifications of proposed work(s) (e.g. construction/materials specification details)
- ☐ Early photographs or drawings showing the property's original appearance (if available)

### 6. SIGNATURE

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application. The applicant agrees that the proposed work shall be done in accordance with this application, including attachments.*

*Peter Deel*

Signature of Applicant(s)

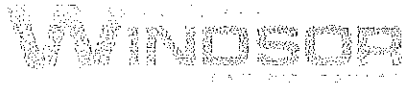
*June 27 2024*

Date

Signature of Applicant(s)

Date

Date Received by Heritage Planner: \_\_\_\_\_



## COMMUNITY HERITAGE FUND GRANT APPLICATION

Revised 07/2023

### SCHEDULE

#### A. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_, am the registered owner of the land that is  
name of registered owner

subject of this application for a Community Heritage Fund Grant and I authorize

\_\_\_\_\_ to make this application on my behalf  
name of agent

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

#### B. Consent to Enter Upon the Subject Lands and Premises

I, Peter Deek, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

Peter Deek  
Signature of Registered Owner

June 27 2024  
Date

If Corporation – I have authority to bind the corporation.

#### C. Acknowledgement of Applicant

I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further understand that pursuant to the provisions of the Ontario Heritage Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

Peter Deek  
Signature of Applicant

June 27 2024  
Date



SHINGLES / FLAT ROOF / SIDING  
June 7, 2024

NEIGHBOUR  
APPROVED!

Peter Deck

Re: Cedar Shingle Roof On 3069 Alexander Ave., Windsor

Supply and install all labour and materials to complete the following scope of work:

1. Tear off remainder of shingles
2. Install new plywood to all areas not yet done
3. Install breathable underlayment to entire deck
4. Remove and store all copper flashings for re-use
5. Install all dripedge, flanges, and step flashing
6. Install cedar shingles; #1 Perfection 18"-7/16" butt with a 5 1/2" exposure
7. Hip to be trimmed in copper
8. Dormer sidewall corners to be scribed and trimmed to fit
9. All associated caulking and sealants
10. Clean-up and remove debris from job site

**\$44,620.00 + HST**

**NOTES:**

1. Job set-up to MOL requirements.
2. Copper flashings that cannot be re-used, will be manufactured and installed on a time and material basis.
3. Payment terms: 40% deposit required upon authorization to proceed, with periodic draws, and the balance due upon completion.

Thank you for the opportunity to retain your valued business.

Sincerely,  
Dennis Jee  
General Manager

DS60 is not responsible for aiming of satellites.

DS60 provides a 2-year labour guarantee.

DS60 quote is based on number of layers of roofing indicated.

Any additional layers are an extra \$1.25 per Sq ft.

All material guarantees are provided by the specified manufacturer and are subject to their publications and limitations at the time of installation. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, windstorm, and other necessary insurance. Our workers are fully covered by the applicable workplace safety and insurance programs. Overdue (over 30 days) accounts accrue interest at the rate of 2.5% per month or 30% per annum.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PHONE: 519-979-6827

13325 Sylvestre Drive

EMAIL: office@ds60.ca

Windsor, ON N8N 2L9

ASK US ABOUT

Bonnie

Development & Heritage Standing Committee Meeting Agenda - Tuesday, August 6, 2024

www.ds60.ca



Date: 2024-06-21  
Estimator: Matt Trussetter



**Heritage Roofing Inc**  
**2203 Road 4 East**  
**Kingsville, Ontario**  
**519-324-9690**  
**Residential Commercial Industrial**

### Job Site Information:

**Owner:** Peter Deck  
**Job site Address:** 3069 Alexander Ave  
**Type of Work:** Cedar Shingle  
**Pitch(es):** 16/12

**Owner Phone Number:** [REDACTED]  
**Town:** Windsor  
**Layer(s):** 1 Layer  
**Decking:** Boards

---

### Project Specifications:

- Remove existing roofing specified slopes and dispose from site
- Supply and install new aluminum drip edge at all eaves and gables
- Supply and install new Hi-Temp ice and water shield at all eaves, valleys and walls
- Supply and install new Titanium synthetic felt underlayment
- Supply and install new copper valleys
- Supply and install new cedar shingles
- Supply and install new copper hip and ridge cap
- Supply and install new vents
- Supply and install new sealants as needed

**Project Cost:** \$ 29,361.25  
**HST Total:** \$ 3,816.96  
**Project Total:** \$ 33,178.21

**Payment Terms:**

Residential jobs will be invoiced and payment is due upon receipt. A two (2) day grace period will be given. Monthly interest of 3% will be added to late payments. Jobs with a project cost of more than \$50,000 + HST will require a 30% down payment. Heritage Roofing Inc. accepts payment in forms of cash, cheque (personal or certified), and credit card (subject to a 3.4% service charge plus a \$0.15 service fee). Heritage Roofing Inc. offers financing through Financelt. Financing is subject to credit approval. Terms and conditions apply.

**Warranty:**

Heritage Roofing Inc. offers a 10-year Workmanship warranty on all complete roofs. A warranty is not given for repairs. In addition to our Workmanship warranty, we can also offer extended warranties of certain manufacturers. Extended warranties will be specified under project specifications. Extended warranty price is not reflected in pricing unless approved. If warranty is approved, a revised estimate will be provided.

**Notes:**

- 1.) The above items comprise our full and final scope of work.
- 2.) Pricing will remain firm if accepted within fourteen (14) calendar days from the date of estimate.
- 3.) All existing satellite and internet dishes will be removed and re-installed if still in use. Re-alignment of satellite and internet dishes to be done by others if needed. Heritage Roofing is not responsible if signal is lost.
- 4.) Heritage Roofing Inc. is not responsible for damage to the existing decking as a result of rot or decay or otherwise and is chargeable upon discovery. Price to replace 3/8" plywood is \$5+HST per square foot. Price to replace 1/2" plywood is \$6+HST per square foot.
- 5.) Heritage Roofing Inc. is not responsible for pest/rodent removal prior to job start or after completion of the job.
- 6.) Heritage Roofing Inc. is not responsible for lead times associated with materials.
- 7.) Heritage Roofing Inc. is not responsible for driveway or cement cracking or damage from scheduled delivery of materials or trailers.
- 8.) Heritage Roofing Inc. is fully insured with a \$5,000,000 liability policy
- 9.) Heritage Roofing Inc. maintains WSIB insurance coverage
- 10.) All workers of Heritage Roofing Inc. are fully trained and strictly abide by all safety procedures and guidelines of the Ministry of Labour.

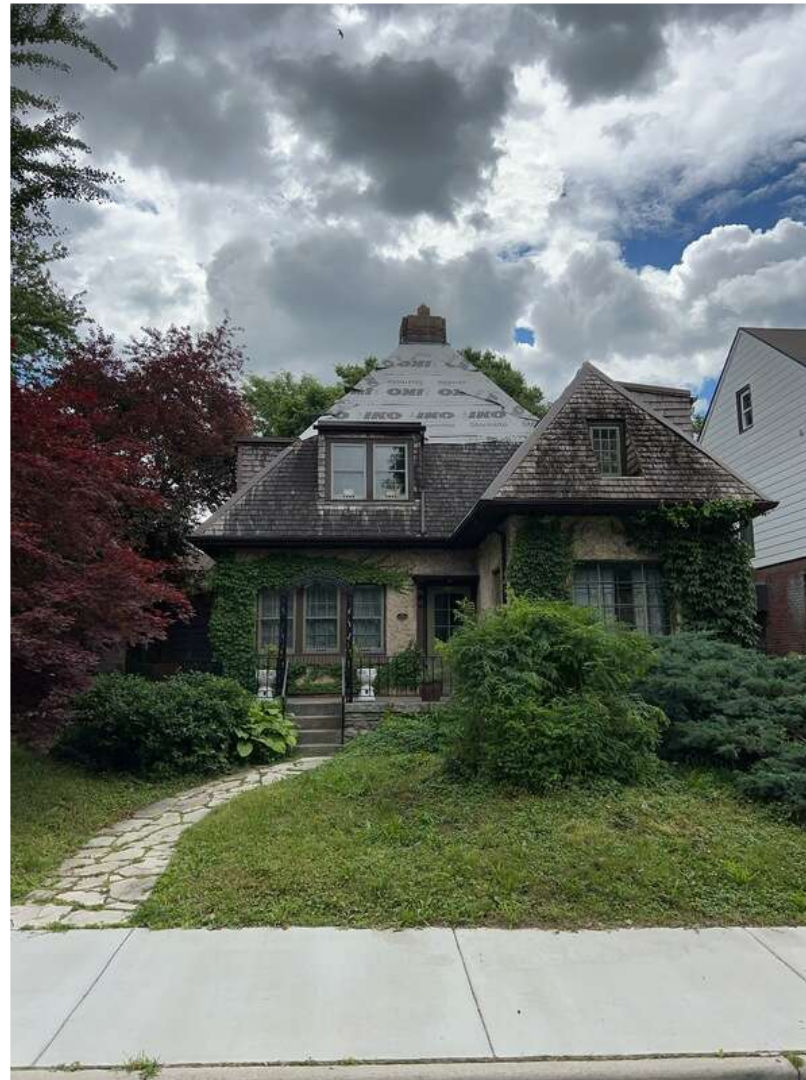
**Acceptance of Estimate:**

\_\_\_\_\_  
Signature of Homeowner(s) - one party is sufficient

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sales Representative (on behalf of Heritage Roofing Inc.)

Date: \_\_\_\_\_

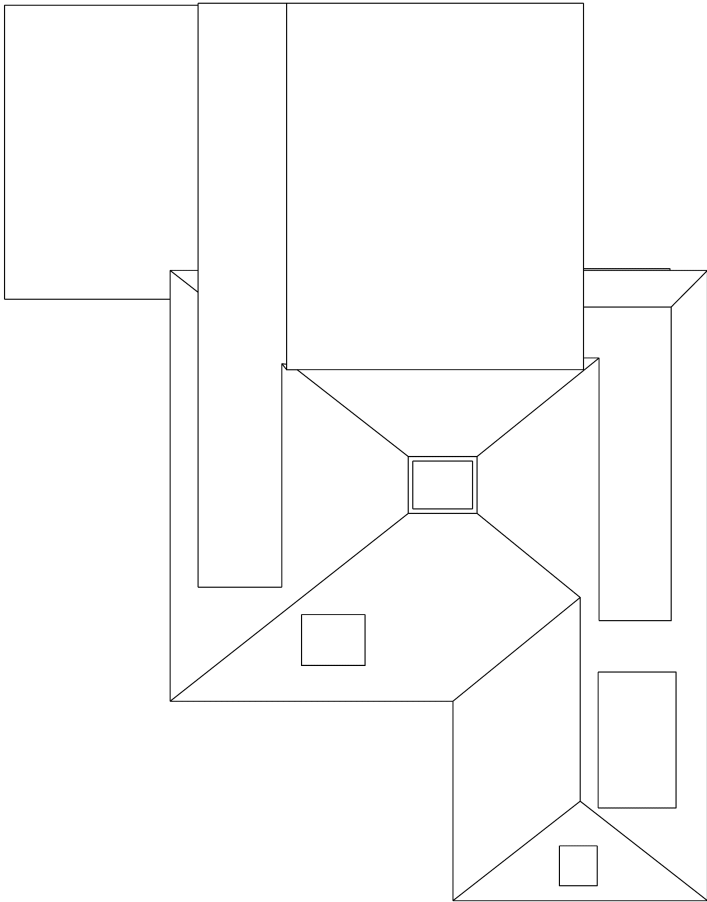


VIEW 3D MODEL

Roof	Area	Total	Length
Roof Facets	2182 ft <sup>2</sup>	18	-
Ridges / Hips	-	11	115'
Valleys	-	2	14' 7"
Rakes	-	13	108' 5"
Eaves	-	18	238' 9"
Flashing	-	14	116' 8"
Step Flashing	-	23	59' 6"
Drip Edge/Perimeter	-	-	347' 1"

Roof Pitch*	Area	Percentage
1 / 12	657 ft <sup>2</sup>	30.11%
16 / 12	490 ft <sup>2</sup>	22.46%
19 / 12	400 ft <sup>2</sup>	18.33%
15 / 12	224 ft <sup>2</sup>	10.27%

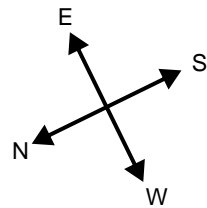
\* Only top 4 values shown. Reference Roof Pitch page for all values.



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	2182 ft <sup>2</sup>	2291 ft <sup>2</sup>	2400 ft <sup>2</sup>	2509 ft <sup>2</sup>	2618 ft <sup>2</sup>
Squares	22	23	24⅓	25⅓	26⅓

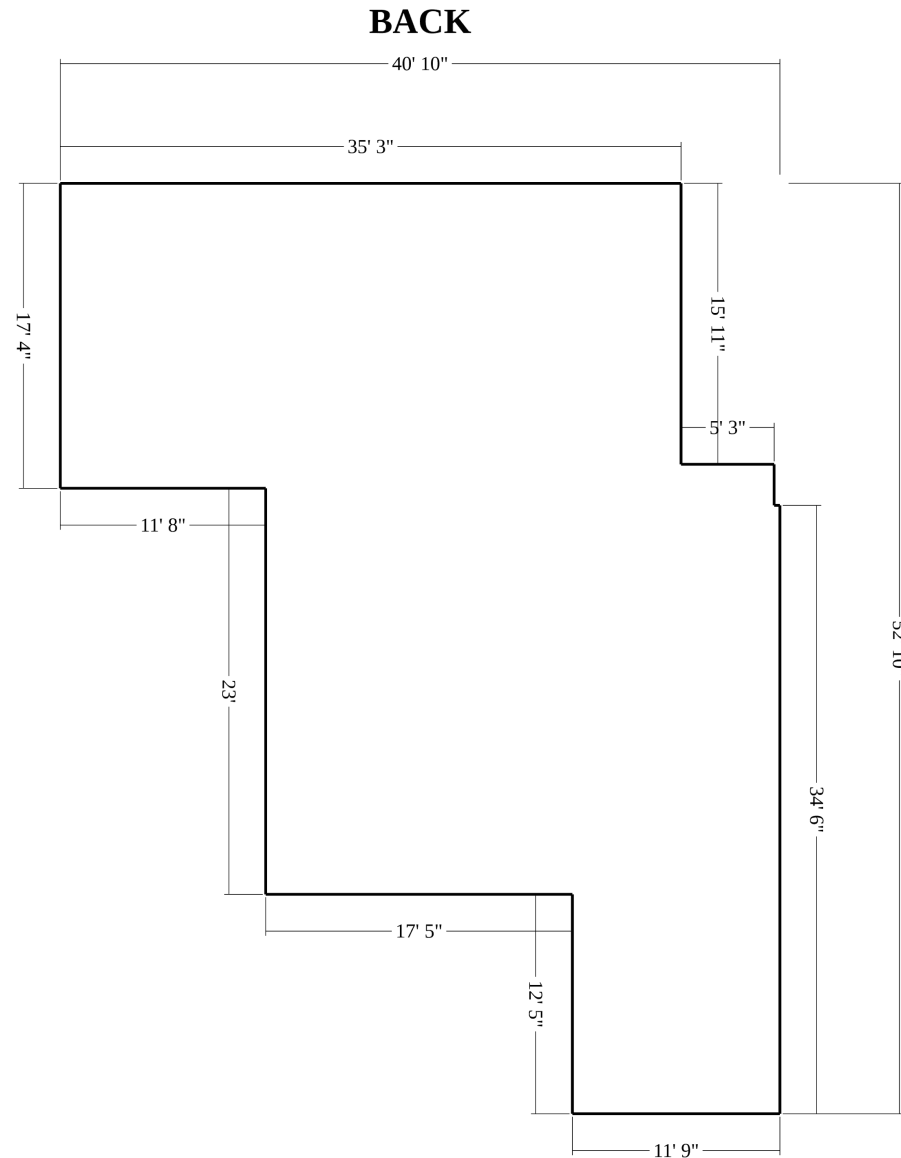
The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.



Number of Stories: > 1

Footprint Perimeter: 187' 4"

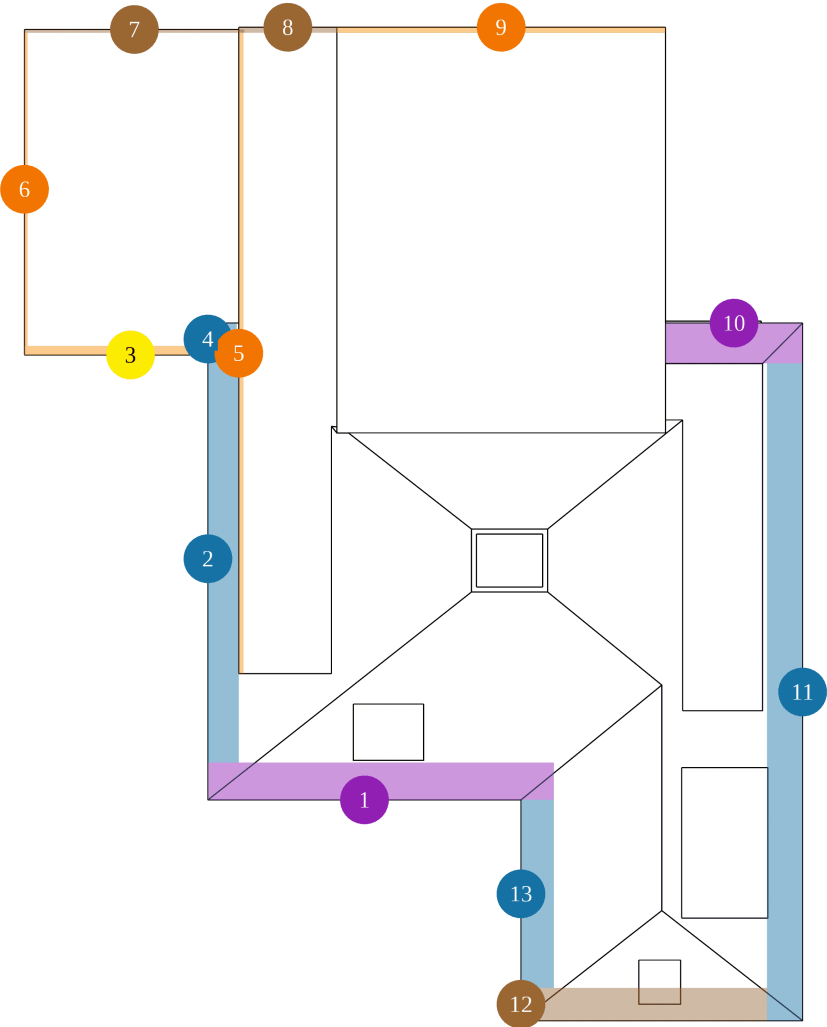
Footprint Area: 1436 ft<sup>2</sup>



**FRONT**

Soffit Summary


Depth	Type	Count	Total Length	Total Area
1" - 6"	eaves	3	70' 11"	18 ft <sup>2</sup>
6" - 12"	rakes	1	12' 2"	6 ft <sup>2</sup>
18" - 24"	eaves	4	71'	132 ft <sup>2</sup>
24" - 48"	eaves	2	26' 8"	56 ft <sup>2</sup>
> 48"	eaves	3	2' 4"	29 ft <sup>2</sup>
Totals			183' 1"	240 ft <sup>2</sup>



Soffit Breakdown

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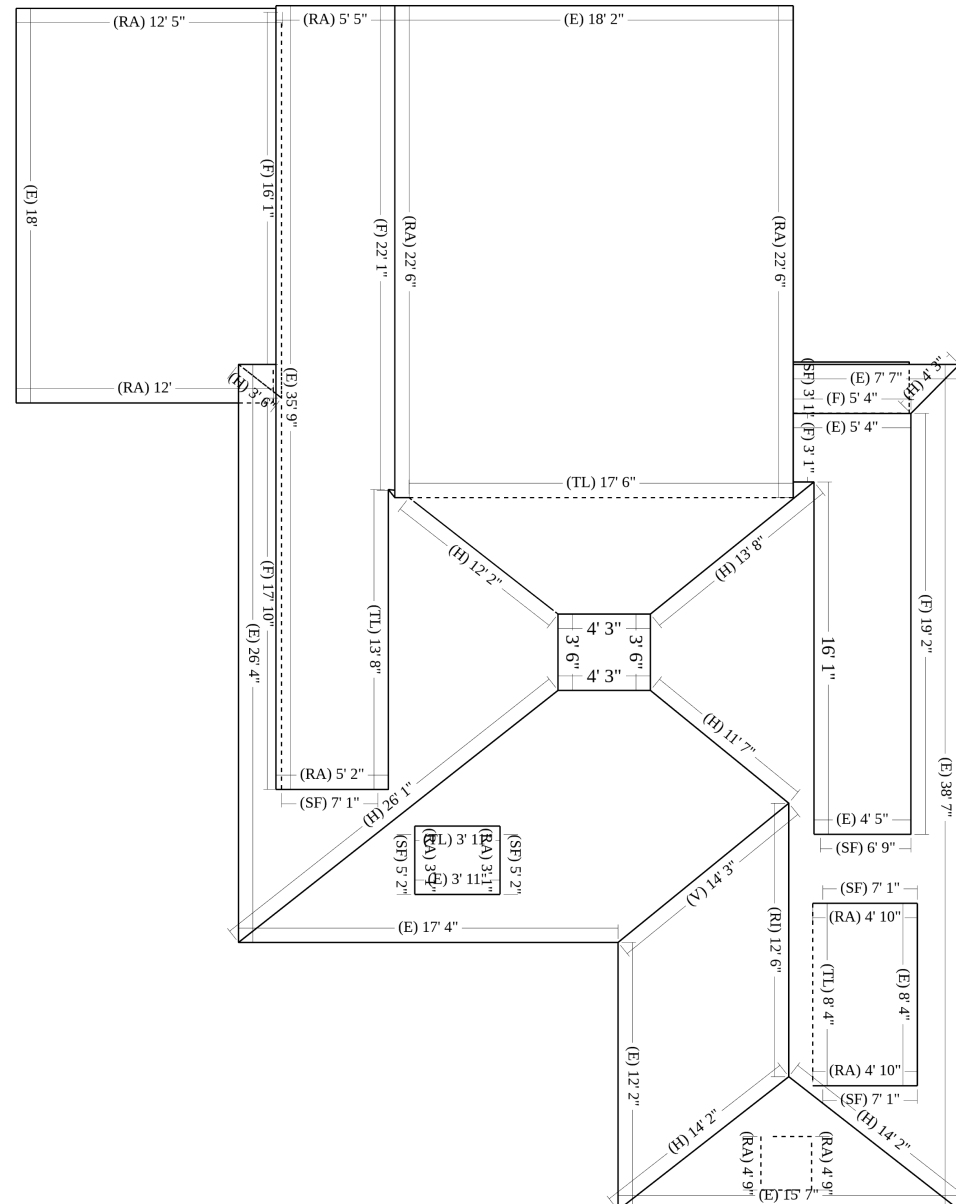
num	Type	Depth	Length	Area	Pitch
1	eave	25"	19' 1"	39 ft²	19 / 12
2	eave	20"	22' 6"	38 ft²	15 / 12
3	rake	6"	12' 2"	6 ft²	3 / 12
4	eave	19"	1' 9"	3 ft²	15 / 12
5	eave	3"	35' 5"	9 ft²	1 / 12
6	eave	2"	17' 4"	3 ft²	3 / 12
7	eave	149"	2"	2 ft²	3 / 12
8	eave	65"	4"	2 ft²	1 / 12
9	eave	4"	18' 2"	6 ft²	1 / 12
10	eave	27"	7' 7"	17 ft²	16 / 12
11	eave	24"	36' 4"	71 ft²	16 / 12
12	eave	163"	1' 10"	25 ft²	16 / 12
13	eave	22"	10' 5"	19 ft²	16 / 12

 Feature is too small to label on the plan diagram



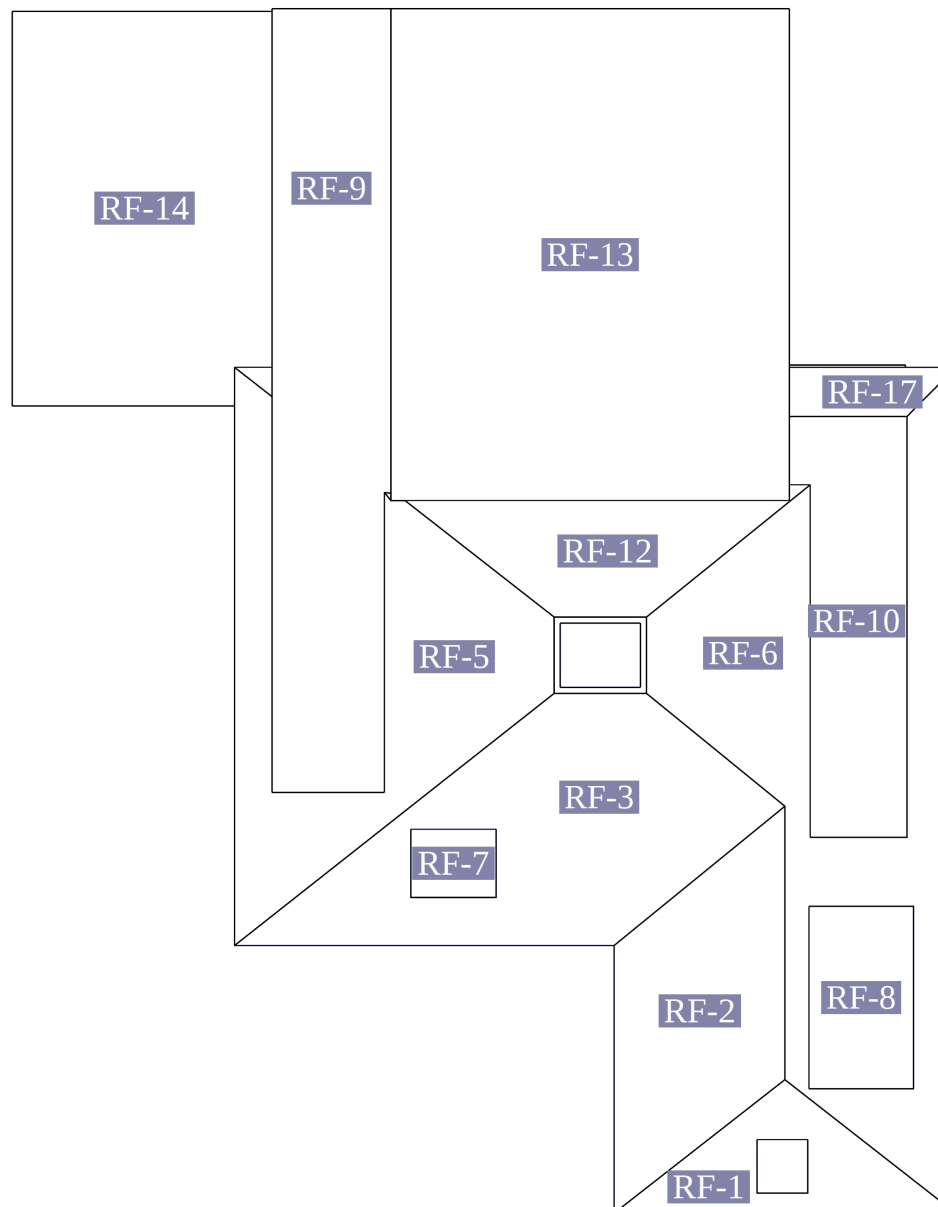
Roof	Length
Ridges (RI)	14' 9"
Hips (H)	100' 3"
Valleys (V)	14' 7"
Rakes (RA)	108' 5"
Eaves (E)	238' 9"
Flashing (F)*	116' 8"
Step Flashing (SF)*	59' 6"
Transition Line (TL)	45' 9"

\*Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)

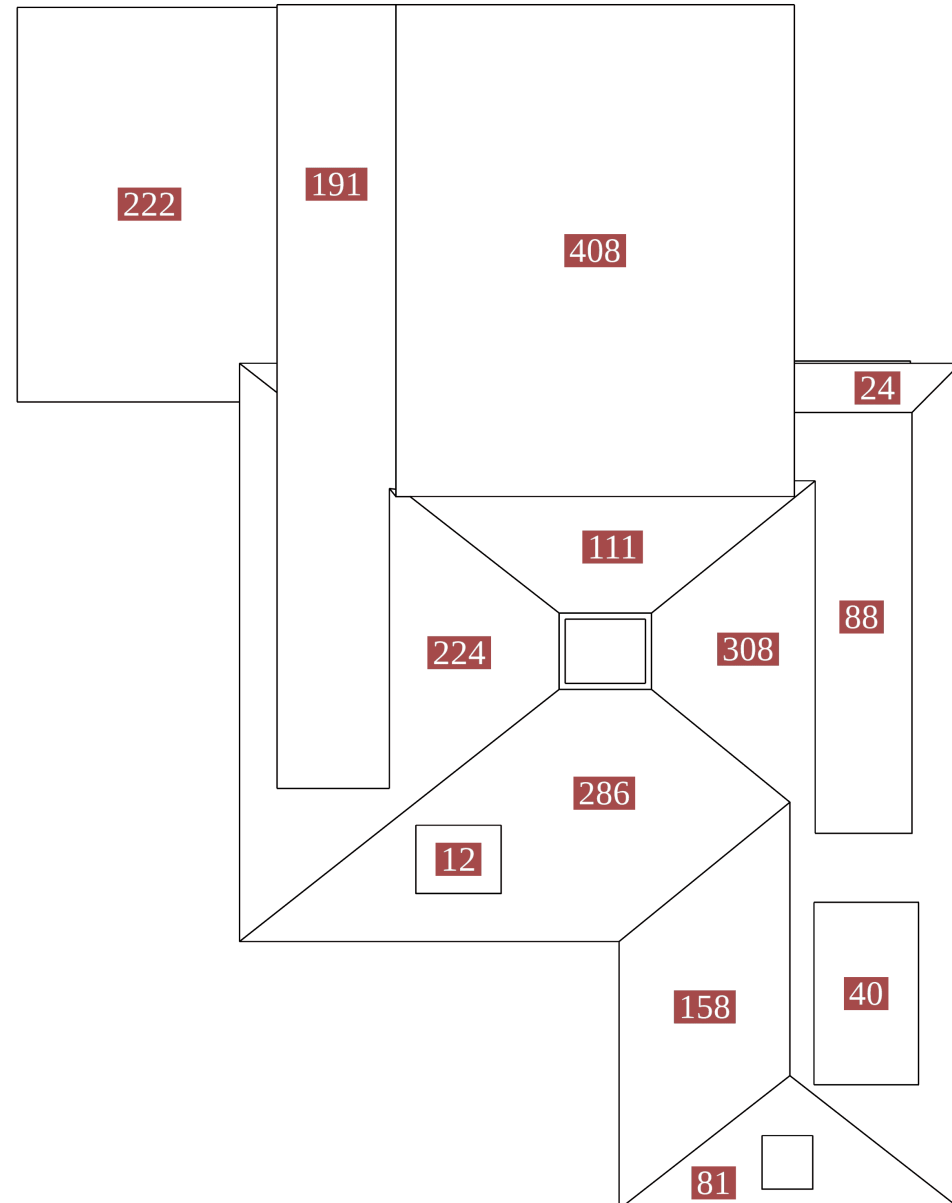


#### Roof Facets

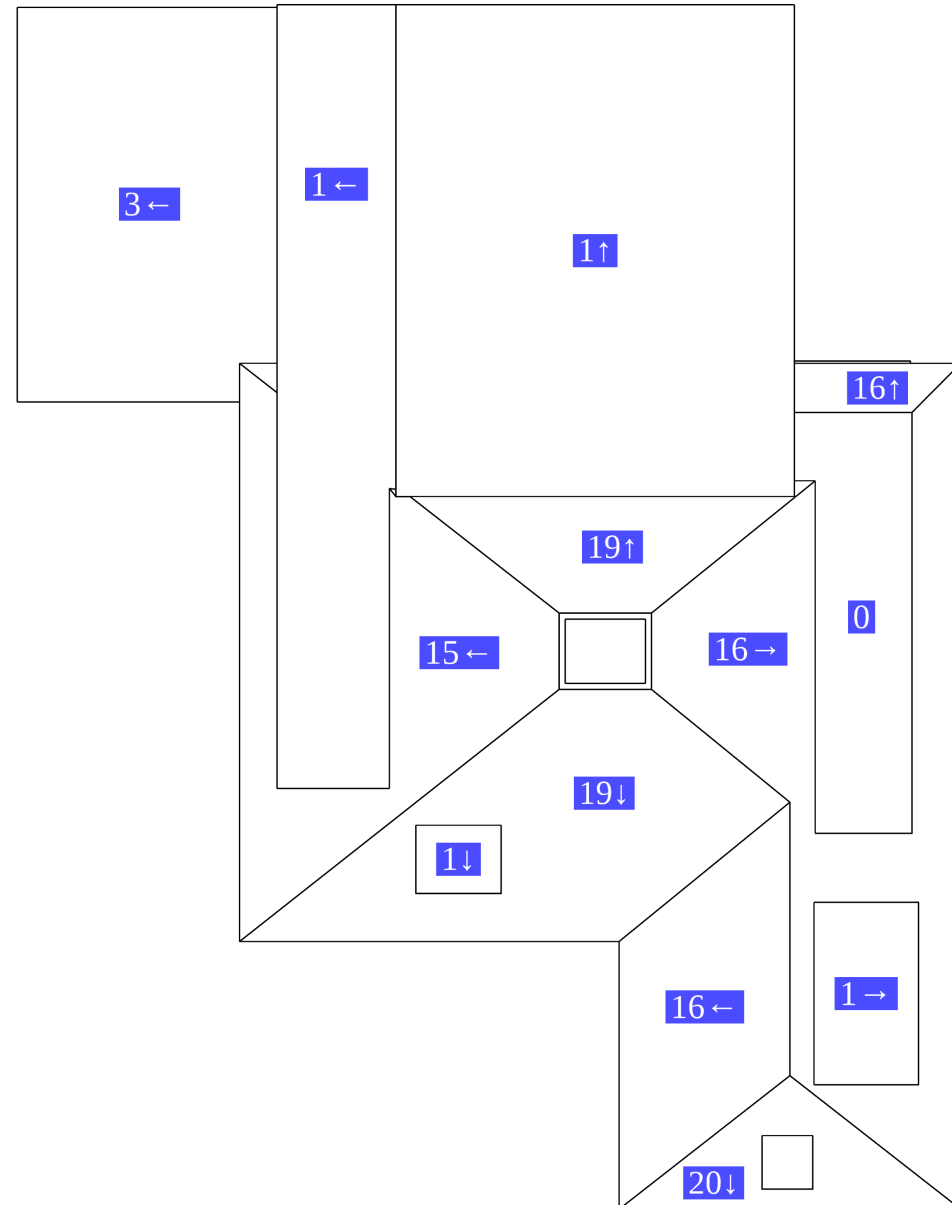
Facet	Area	Pitch
RF-1	81 ft <sup>2</sup>	20/12
RF-2	158 ft <sup>2</sup>	16/12
RF-3	286 ft <sup>2</sup>	19/12
RF-4	6 ft <sup>2</sup>	1/12
RF-5	224 ft <sup>2</sup>	15/12
RF-6	308 ft <sup>2</sup>	16/12
RF-7	12 ft <sup>2</sup>	1/12
RF-8	40 ft <sup>2</sup>	1/12
RF-9	191 ft <sup>2</sup>	1/12
RF-10	88 ft <sup>2</sup>	0/12
RF-11	4 ft <sup>2</sup>	0/12
RF-12	111 ft <sup>2</sup>	19/12
RF-13	408 ft <sup>2</sup>	1/12
RF-14	222 ft <sup>2</sup>	3/12
RF-15	16 ft <sup>2</sup>	10/12
RF-16	3 ft <sup>2</sup>	19/12
RF-17	24 ft <sup>2</sup>	16/12



Roof	Facets	Total
Labeled Facets	17	2182 ft <sup>2</sup>
Small Facets	1	0 ft <sup>2</sup>
<b>Total</b>	<b>18</b>	<b>2182 ft<sup>2</sup></b>



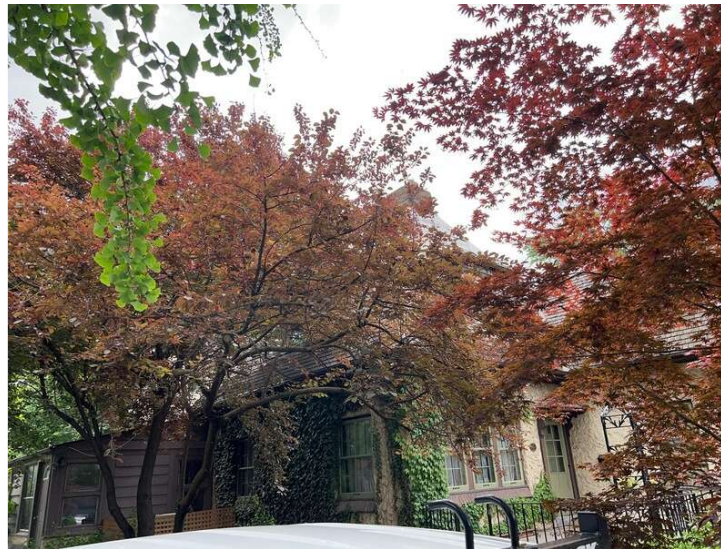
Roof Pitch	Area	Percentage
1 / 12	657 ft <sup>2</sup>	30.11%
16 / 12	490 ft <sup>2</sup>	22.46%
19 / 12	400 ft <sup>2</sup>	18.33%
15 / 12	224 ft <sup>2</sup>	10.27%
3 / 12	222 ft <sup>2</sup>	10.17%
0 / 12	92 ft <sup>2</sup>	4.22%
20 / 12	81 ft <sup>2</sup>	3.71%
10 / 12	16 ft <sup>2</sup>	0.73%













**Council Report: S 72/2024**

**Subject: Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House (Ward 3)**

**Reference:**

Date to Council: July 2, 2024  
Author: Kristina Tang  
Heritage Planner  
Email: ktang@citywindsor.ca  
Phone: 519-255-6543 X 6179

Tracy Tang  
Planner III- Economic Development (A)  
Email: ttang@citywindsor.ca  
Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu  
Research Assistant- Municipal Heritage Register  
Email: juwu@citywindsor.ca; lqiu@citywindsor.ca  
Phone: 519-255-6543 X 6820  
Planning & Building Services  
Report Date: June 4, 2024  
Clerk's File #: MBA/2985

**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT the Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with asphalt shingles, and the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Appendix B Heritage Permit Application; OR
- II. THAT if a cedar wood shingle roof is used for replacement at 567 Church St. Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, **BE APPROVED** for 30% of the total cost to the upset cost of \$20,000, to the Owners Xiaoliang Duan & Hao Cui subject to:
  - i. Submission of Community Heritage Fund Application with required quotes
  - ii. Submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;



- iii. Determination by the City Planner that the work is completed to heritage conservation standards;
- iv. Determination by the Chief Building Official (if Building Permit is deemed required) that the work is completed to applicable codes
- v. Owner's submission of paid receipts for work completed;
- vi. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.

III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

## Executive Summary: N/A

### Background:

The Revell-D'Avignon House, located at 567 Church Street, was designated on the Windsor Municipal Heritage Register on January 16, 1996, through by-law 12085. The single-family detached property, originally constructed in c.1885, was designated due to its Queen Anne Revival style with extensive wooden architectural detail and wooden clapboard, as well as its representation of the quality of houses which once lined Church Street and other early Windsor streets. The subject property is located in the 500 block of Church Street between Vera Place and Wyandotte Street West and is prominently visible as one of two large buildings on the west side of the block. The Reasons for Designation from the Designation By-law is included as Appendix 'A'.



Front elevation of the house from Church Street

In Spring 2024, Owner of the property (Xiaoliang Duan) began discussions with the City about the replacement of the cedar wood roof with asphalt shingles to address the aging and deteriorating cedar wood shingles. Administration has recommended the replacement of the current wood roof with new cedar roofing to ensure the conservation of a distinctive heritage attribute of the building. However, the Owner wishes to continue

with asphalt roofing and has applied for a Major Heritage Permit application for the work on the property. The Owner intends to begin the roofing project upon approval of the application, so as to prevent further deterioration and leaking into the interior. The complete Heritage Permit application was received on June 9, 2024.

### Legal Provisions:

The Ontario Heritage Act (OHA) requires the owner of a heritage designated property to apply to Council to alter the property (per Section 33 of the Act). The designation by-law includes heritage attributes (see Appendix 'A'). In accordance with the OHA, changes to a designated property that is likely to affect the property's heritage attributes must be considered by City Council after consulting with its municipal Heritage Committee. Council has the option of granting consent with or without terms and conditions or refusing the application within 90 days of notice of complete application. Council also has the option to further delegate the item to an employee or official of the municipality. The delegation of final details would be more expediently handled through staff review and approval.

Part IV, 39 (1) of the *Ontario Heritage Act* (OHA) provides that "The council of a municipality may pass by-laws providing for the making of a grant or loan to the owner of a property designated under this Part for the purpose of paying for the whole or any part of the cost of alteration of such designated property on such terms and conditions as the council may prescribe." The City's Community Heritage Fund (Reserve Fund 157) exists to provide grants to heritage conservation works on designated heritage properties.

The City's Community Heritage Fund (Reserve Fund 157) and Heritage Property Tax Reduction program exists to support and encourage owners of heritage property to invest in the conservation of designated heritage properties.

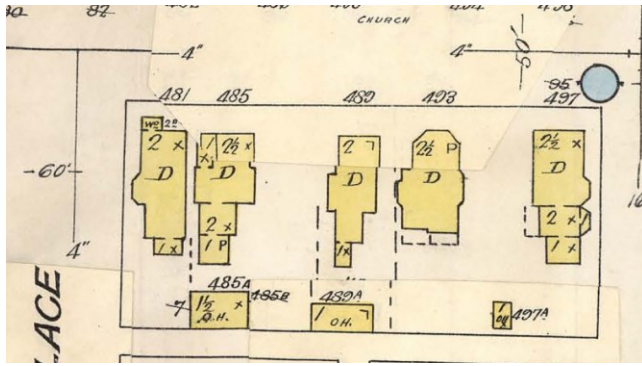
### Discussion:

### Proposal:

### History of Roof:

The c.1885 Queen Anne Revival style property would have been constructed with a wood roof, and as evidenced in the 1924 Fire Insurance Map.





Subject house was addressed as 485 Church in 1924 Fire Insurance Map, Sheet 14, with Shingles for roofing material.

There seems to have been a change in roofing material in the 1937 & 1952 Fire Insurance Maps, indicating roofing to be Tar & Gravel on Composition. However, since the property's designation in 1996, there has been attempt to restore the heritage property to be more respectful of its original style, including in the choice of roofing material. Records of communication with a previous Owner in 1996 suggested that the Owner then was looking to make repairs to the brick foundation and to do a complete replacement of the roof to restore it back to cedar shingles from the asphalt shingles. The previous Owner was advised to obtain cost estimates from two roofing contractors for both asphalt and cedar shingles, ultimately replacing the asphalt shingles with cedar.

### **Proposal:**

It has been near three decades since the last restoration and the roof has exhibited signs that it is at the end of its life cycle or require repair. The current Owner has expressed their desire and need for roof repairs or replacement on their home, as the broken shingles have led to leaking during storms. As such, the Owner of 567 Church Street has expressed an urgent need to replace the aging cedar wood roof to ensure that no further deterioration or damages occur to the property. The shape and slope of the roof is not requested to be changed, and the fish-scale shingles and the wood lap siding of the property is proposed to be repainted and remain in place.

Although Administration has requested and repeatedly encouraged the Owner to consider the use of Wood Shingles to maintain and support the heritage character of the property and discussed the potential of eligibility of heritage financial incentives for applicable conservation work, the Owner has not been interested in considering the wood roofing options, citing costs reasons.





Photos of the existing cedar wood roof





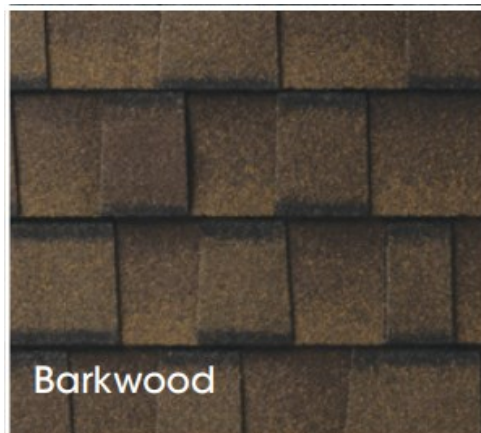
Photos of the midline band of the bay window (east elevation) on left and of the east facing gable on right.



Photo of the south facing gable (left) and west elevation siding (right)

### **Cedar Roof Replacement with new Asphalt Shingles Roof:**

The Owner's preference is the Timberline HDZ asphalt shingles in the colour Barkwood, meant to "emulate wood shingle", sourced from the United States. Staff discussed with the Owner in the selection of a shingle type that is closer to the color of wood shingles.



Timberline HDZ asphalt shingles in the colour Barkwood.

### **Repainting of the Shingles at Gable Ends, Midline Band of Bay Window, and Lap Siding:**

The Property Owners intent is to repaint the “fish-scale” shingles on two existing gables located on the east and south façade, the midline band of the front facing (east façade) bay window, and the lap siding of the property, all of which are due for repainting. The Owner plans to repaint the shingles with the BEHR ULTRA Exterior Satin Enamel Paint & Primer in the colour Midnight Blue (N480-7) and the Lunar Surface (N460-3) for the siding (sourced from the United States).



**N480-7**



**N460-3**

BEHR ULTRA Exterior Satin Enamel Paint & Primer in the colour Midnight Blue (N480-7)(left) for the shingles and the colour Lunar Surface (N460-3)(right) for the siding.



Southwest Elevation (on left) and West rear Elevation (on right)

### **Heritage Conservation Considerations:**

Section 4.3.3 Roofs in the *Standards & Guidelines for the Conservation of Historic Places in Canada* provides direction for the best heritage practices when dealing with roofs.

	Recommended	Not Recommended
3	<b>Documenting</b> the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character-defining roofs and roof elements, without first documenting their existing character and condition.
12	<b>Testing</b> proposed interventions to establish appropriate replacement materials, quality of workmanship and methodology. This can include reviewing samples, testing products, methods or assemblies, or creating a mock-up. Testing should be carried out under the same conditions as the proposed intervention.	
16	<b>Replacing</b> in kind an entire element of the roof that is too deteriorated to repair—if the overall form and detailing are still evident—using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function.  Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes.

The proposal by the current Owner would result in a loss of heritage feature, though roofing could be changed back again in the future (since it is not an irreversible change) to be compatible with its heritage character. Still, Administration is also recommending that should the Owner decide further that Wood Roofing is actually a possible option, that Heritage Incentives be available to support that decision.

### Official Plan Policy:

The Windsor Official Plan includes (9.3.6.1.), “Council will manage heritage resources by: (e) providing support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means”.

The Plan includes protection (9.3.4.1). “Council will protect heritage resources by: (c) Requiring that, prior to approval of any alteration, partial demolition, removal or change in use of a designated heritage property, the applicant demonstrate that the proposal will not adversely impact the heritage significance of the property ...” and enhancement [9.3.5.1(b)] “Council will enhance heritage resources by: (b) Promoting, maintaining and administering the [Community Heritage] Fund for special heritage conservation projects; “.

### Risk Analysis:

The risk of taking no action for this property is the potential deterioration of a designated heritage property and potential loss of more heritage attributes due to age and water intrusion.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique



heritage features in the City from the proposal, reducing the heritage value of the property, although the roofing material change could be restored in the future. There are general concerns in heritage conservation projects from the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal. However, there are limited heritage designated properties in Windsor and properties with designated status are meant to be representative examples in Windsor. The Owner has been firm about their desire to change the roofing to asphalt.

## **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

## **Financial Matters:**

The Owner's current proposal results in a loss of heritage attribute/character to a designated property and thus would not be eligible for any heritage incentives. However, if the Owner decides to use wood roofing or if Council decides to recommend the replacement of roof with compatible wood roofing material, then the Owner could apply for Heritage incentives at that time. Therefore, Administration has provided a recommendation to that effect and is providing context in the financial section for Heritage Committee and Council's consideration.

The Community Heritage Fund (CHF) guidelines includes the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". In this particular case, the applicant has not asked for any funding due to the Asphalt Roofing request. However, if the Owner decides to use wood roofing, it is suggested by Administration that the conservation work be supported by a 30% of cost of wood roofing, up to upset limit of \$20,000, subject to all conditions outlined in the recommendations, with no loan component. The Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding." The CHF form and estimates will be required if the Owner chooses to apply for the heritage incentive.

Administration's recommendation of up to the 30% of the cost of the replacement work to upset cost of \$20,000 after HST, which is in line with recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road. The heritage percentage funding support have been attributed due to the high cost of conserving wood roof appearance and special heritage features, especially in today's climate of increasingly expensive trades work and inflation. A previous Council Decision (CR 227/2017) for the Robinson-Beaudet House, 908 Dawson Road, granted replacement of

a heritage attribute of concrete-tile roof with other types of roofing material as well, but also supplied provision for Owner to be granted up to \$20,000 if a masonry tile roof was used for repair or replacement instead.

As of May 31, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$106,071.56 available (including the safeguard of having the minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the grant project.

The Owner will also be eligible to apply for the Heritage Property Tax Reduction program for heritage conservation work, which is administratively processed when amounts are under \$20,000 as per By-law 164-2015. The total property taxes payable in 2023 for 567 Church is approximately \$1,745.69. The annual rebate would be up to 30% or approximately \$523.70, for a maximum of 3 years up to the cost of the restoration. The Owner has been apprised that painting of the wood elements are eligible works under the Tax Reduction Program but has stated that she will not be applying for the program.

### **Consultations:**

City staff have been consulting with the Owner in recent months and visited the site on June 6, 2024.

### **Conclusion:**

The Property Owner will receive no assistance from the Community Heritage Fund to replace the current cedar roof to asphalt. However, should the roof be replaced with wood shingles, the Owner would be eligible to apply for Heritage Incentive programs. These approvals would be subject to conditions described. Further heritage alteration approvals necessitated for this scope of work are recommended to be delegated to the City Planner or designate to direct further conservation details.

**Planning Act Matters: N/A**

### **Approvals:**

<b>Name</b>	<b>Title</b>
Josie Gualtieri	Financial Planning Administrator
Kate Tracey	Senior Legal Counsel
Jason Campigotto	Deputy City Planner - Growth
Thom Hunt	City Planner / Executive Director Planning & Building
Janice Guthrie	Chief Financial Officer/City Treasurer
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

- 1 Appendix A- Reasons for Designation
- 2 Appendix B - Heritage Permit Application

567 Church St.-Revell D'Avignon House. By-law 12085 passed by council January 16, 1995

## **REASONS FOR DESIGNATION**

### **Historical**

- Built C. 1895 for Daniel Revell, a conductor on the Great Western and the Wabash Railroads and owned by his daughter, Mrs. J. Eugene D'Avignon, wife of the Sheriff of Essex County and their daughter, Helen Eugenie D'Avignon, until 1948.

### **Architectural**

- Queen Anne Revival style house, with extensive wooden architectural detail and wooden clapboard.
- Representative of the quality of houses which once lined Church Street and other early Windsor streets.



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

## HERITAGE PERMIT APPLICATION

Revised 11/2023

### APPLICATION TYPE

- ☐ Minor Heritage Permit  
(Delegated Authority Approval)      ☒ Major Heritage Permit  
(City Council Approval)      ☐ Demolition

### 1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

#### APPLICANT

Contact Name(s) Xiaoliang Duan

Company or Organization \_\_\_\_\_

#### REGISTERED OWNER IF NOT APPLICANT

Contact Name(s) Hao Cui

#### AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

#### Who is the primary contact?

- ☒ Applicant      ☐ Registered Owner      ☐ Agent

Page 1 of 5

## HERITAGE PERMIT APPLICATION

Revised 11/2023

### 2. SUBJECT PROPERTY

Municipal Address: 567 Church St Windsor ON N9A4T3

Legal Description (if known): \_\_\_\_\_

Building/Structure Type:

☒ Residential      ☐ Commercial      ☐ Industrial      ☐ Institutional

Heritage Designation:

☒ Part IV (Individual)      ☐ Part V (Heritage Conservation District)

By-law #: 12085      District: \_\_\_\_\_

Is the property subject to a Heritage Easement or Agreement?

☐ Yes      ☒ No

### 3. TYPE OF APPLICATION

Check all that apply:

☒ Demolition/Removal of heritage attributes      ☐ Addition      ☐ Erection      ☐ Alteration\*  
☐ Demolition/Removal of building or structure      ☐ Signage      ☐ Lighting

\*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

### 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

The original wood roof is old and some parts have broken, We will replace a new roof with asphalt material

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### 5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

we will replace the new asphalt roof for the property. NO shape and slope will be changed. for the sides of the roof, the original ones are the wood materil and not broken so we will paint it with the same colour and do not need to change to the asphalt matrial for the sides of the roof

### 6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

The original roof is old and broken will cause leaking during the summer season. It needs to replaeced as soon as possible

Describe the potential impacts to the heritage attributes of the property.

The property will look nice after replacing roof ,and will more strong

### 7. CHECKLIST OF MATERIALS SUBMITTED

Check all that apply:

- Required:
- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
  - ☐ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
  - ☐ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
  - ☒ Specifications of proposed work(s) (e.g. construction specification details)



Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

## HERITAGE PERMIT APPLICATION

Revised 11/2023

Potentially required (to be determined by Heritage Planning staff):

- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

### 8. NOTES FOR DECLARATION

*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

*The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.*

*The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.*

Signature of Applicant(s)

05-13-2024

Date

Signature of Applicant(s)

Date





Planning Department  
Suite 320-350 City Hall Sq W  
Windsor ON N9A 6S1

## HERITAGE PERMIT APPLICATION

Revised 11/2023

### SCHEDULE A

#### A. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_, am the registered owner of the land that is  
name of registered owner

subject of this application for a Heritage Alteration Permit and I authorize

\_\_\_\_\_ to make this application on my behalf.  
name of agent

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

#### B. Consent to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation.

#### C. Acknowledgement of Applicant

I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further understand that pursuant to the provisions of the *Ontario Heritage Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, this application and all material and information provided with this application are made available to the public.

\_\_\_\_\_  
Signature of Applicant

05-13-2024  
Date



# North America's #1-selling shingle just got better — again

Now featuring a 25-Year Limited Warranty against  
blue-green algae discoloration\*



Now with GAF Time-Release Algae-Fighting Technology and LayerLock™ Technology, Timberline HDZ<sup>®</sup> offers everything you can expect from an architectural shingle roof, and more.\*

\* See reverse for details





# Timberline HDZ® Shingles

## Benefits:

- **LayerLock™ Technology** mechanically fuses the common bond between overlapping shingle layers.
- The added strength at the common bond powers the **StrikeZone™** — The industry's widest nailing area.
- **Up to 99.9% nailing accuracy** — The StrikeZone™ nailing area is so easy to hit that a roofer placed 999 out of 1,000 nails correctly in our test.<sup>3</sup>
- **Up to 30% faster nail fastening** thanks to the industry's largest nail zone.<sup>3</sup>
- **Dura Grip™** sealant pairs with the smooth microgranule surface of the StrikeZone™ nailing area for fast tack. Then, an asphalt-to-asphalt monolithic bond cures for durability, strength, and exceptional wind uplift performance.
- **WindProven™ Limited Wind Warranty<sup>2</sup>** — When installed with the required combination of GAF Accessories, Timberline HDZ® Shingles are eligible for an industry first: a wind warranty with no maximum wind speed limitation.
- **25-year StainGuard Plus™ Algae Protection Limited Warranty** against blue-green algae discoloration.<sup>1</sup> Proprietary GAF Time-Release Algae-Fighting Technology helps protect shingles from unsightly stains.

## Installation:



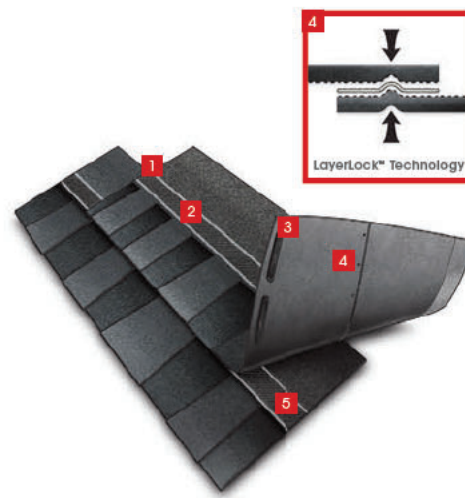
### The StrikeZone™ Nailing Area

The industry's largest nailing area for up to 99.9% nail placement accuracy.<sup>3</sup>



### LayerLock™ Technology

Proprietary technology mechanically fuses the common bond between overlapping shingle layers.



1. Alignment guide
2. StrikeZone™ Nailing Area
3. Dura Grip™ Adhesive
4. LayerLock™ Technology
5. Smooth microgranule surface



Visit [gaf.ca/TimberlineHDZ](https://gaf.ca/TimberlineHDZ)

<sup>1</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions.

<sup>2</sup> 15-year WindProven™ limited wind warranty on Timberline HDZ® Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](https://gaf.com/LRS) for qualifying GAF products.

<sup>3</sup> Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HDZ® Shingles to Timberline HDZ® Shingles on a 16-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.







# TimberlineHDZ<sup>®</sup>

High Definition<sup>®</sup> Lifetime<sup>†</sup> Shingles



As featured on *This Old House*, the Timberline HDZ<sup>®</sup> Shingles installed here are Oyster Gray.

Millions of families have found shelter and peace of mind under a Timberline<sup>®</sup> roof.

And now, a good thing just got even better again.



**We protect what matters most<sup>™</sup>**





# It's never just a roof. It's a promise, kept.

Providing a home means making a promise — of shelter, security, and stability. It says to the people who count on you, “You’re going to be safe, dry, and warm under this roof.”

Choosing a Timberline HDZ® roof is a great way to help keep that promise.

It's our first shingle ever to come with patented LayerLock™ Technology. That means it's engineered for the best possible installation.



# It's a shingle that helps your roofer do their best work.

LayerLock™ Technology strengthens the bond between layers of your Timberline HDZ® Shingles. To help your roofer give you the best possible installation. And to help you rest easy when the wind is howling outside.

## Here's how it works:

The strength added by LayerLock™ Technology allowed GAF to create the StrikeZone™ nailing area — the industry's widest nail zone — which offered 99.9% nailing accuracy in our test.<sup>1</sup>

LayerLock™ Technology also powers the industry's first wind warranty with no maximum wind speed limitation. Timberline HDZ® Shingles are eligible for the WindProven™ limited wind warranty when installed with the required combination of four qualifying GAF Accessories.<sup>2</sup>



<sup>1</sup> Results based on study conducted by Home Innovation Research Labs, an independent research lab, comparing installation of Timberline HD® Shingles to Timberline HDZ® Shingles on a 16-square roof deck using standard 4-nail nailing pattern under controlled laboratory conditions. Actual results may vary.

<sup>2</sup> 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Active Ventilation System. See GAF 15-Year WindProven™ Limited Warranty for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the GAF Roofing System Limited Warranty, see the GAF Shingle & Accessory Limited Warranty.





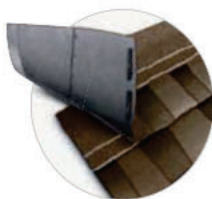
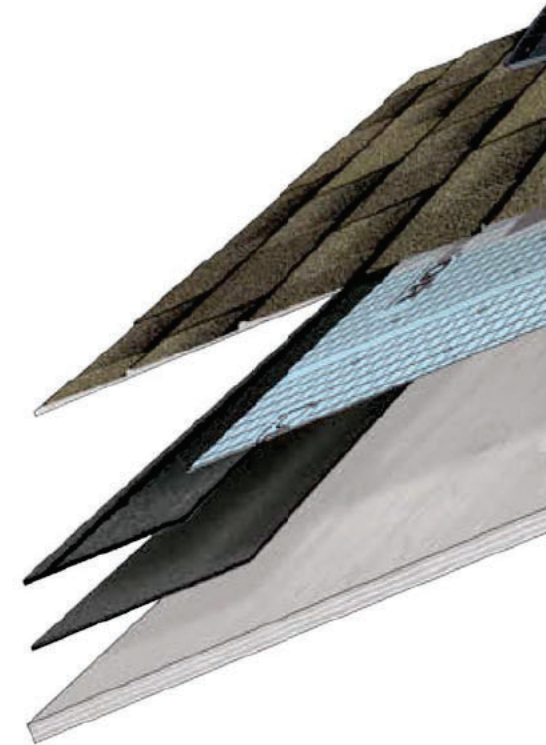


# It's a system, built to protect

A Timberline HDZ® roof is so much more than shingles. It's layers of protection, working together to help keep your home safe from rain, snow, sun, and wind.

In fact, installing 4 qualifying GAF Accessories — GAF starter strips, roof deck protection, ridge cap shingles, and either leak barrier or attic ventilation — in one roof system makes Timberline HDZ® Shingles eligible for the WindProven™ limited wind warranty.<sup>1</sup>

Timberline HDZ® Shingles also feature GAF Time-Release Algae-Fighting Technology, for long-lasting algae-fighting power, and come with a 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration.<sup>2</sup>

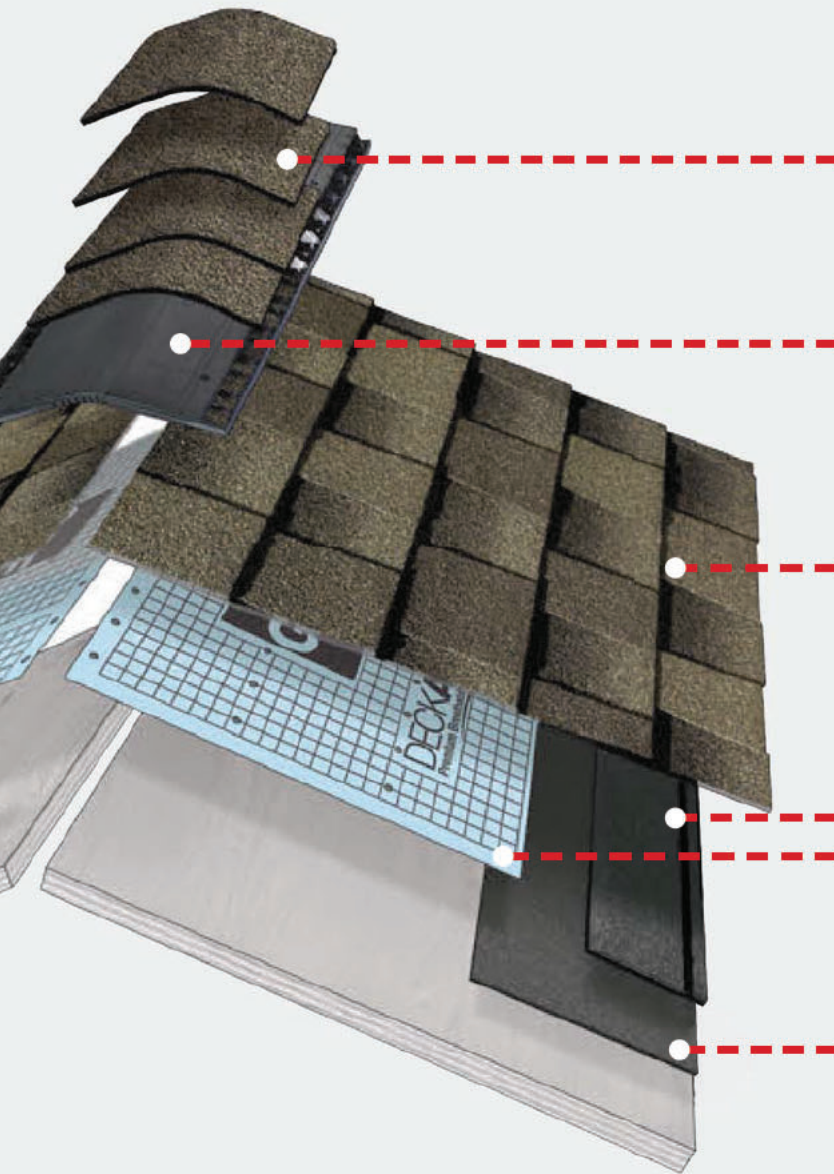


LayerLock™ Technology mechanically fuses the common bond between overlapping shingle layers. The added strength at the common bond powers the StrikeZone™ — the industry's widest nailing area.

<sup>1</sup> 15-year WindProven™ limited wind warranty on GAF Shingles with LayerLock™ Technology requires the use of GAF Starter Strips, Roof Deck Protection, Ridge Cap Shingles, and Leak Barrier or Attic Ventilation. See *GAF Roofing System Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions and qualifying products.

## The GAF Lifetime<sup>†</sup> Roofing System



### Ridge Cap Shingles

The finishing touch that helps defend against leaks at the hips and ridges



### Cobra® Attic Ventilation

Helps reduce attic moisture and heat



### Lifetime<sup>†</sup> Shingles

Beautify and protect for years to come



### Starter Strip Shingles

Helps guard against shingle blow-offs



### Roof Deck Protection

Helps shield the roof deck from moisture infiltration



### Leak Barrier

Helps prevent leaks caused by wind-driven rain and ice dams

Install any GAF Lifetime<sup>†</sup> Shingle and at least 3 qualifying GAF Accessories and get a Lifetime<sup>†</sup> limited warranty on your qualifying GAF products plus

non-prorated coverage for the first 10 years. For even stronger coverage, ask your GAF factory-certified contractor<sup>†</sup> about enhanced GAF warranties.



<sup>†</sup> Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence [or eligible second owner(s)] owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires the use of GAF Lifetime Shingles only. See the *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products. Lifetime coverage on shingles and accessories requires the use of any GAF Lifetime Shingle and at least 3 qualifying GAF Accessories. See the *GAF Roofing System Limited Warranty* for complete coverage and restrictions. For installations not eligible for the *GAF Roofing System Limited Warranty*, see the *GAF Shingle & Accessory Limited Warranty*. Visit [gaf.com/LRS](http://gaf.com/LRS) for qualifying GAF products.

<sup>†</sup> Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. Contractors may receive benefits, such as loyalty rewards points and discounts on marketing tools from GAF for participating in the program and offering GAF enhanced warranties, which require the use of a minimum amount of qualifying products.





## Barkwood

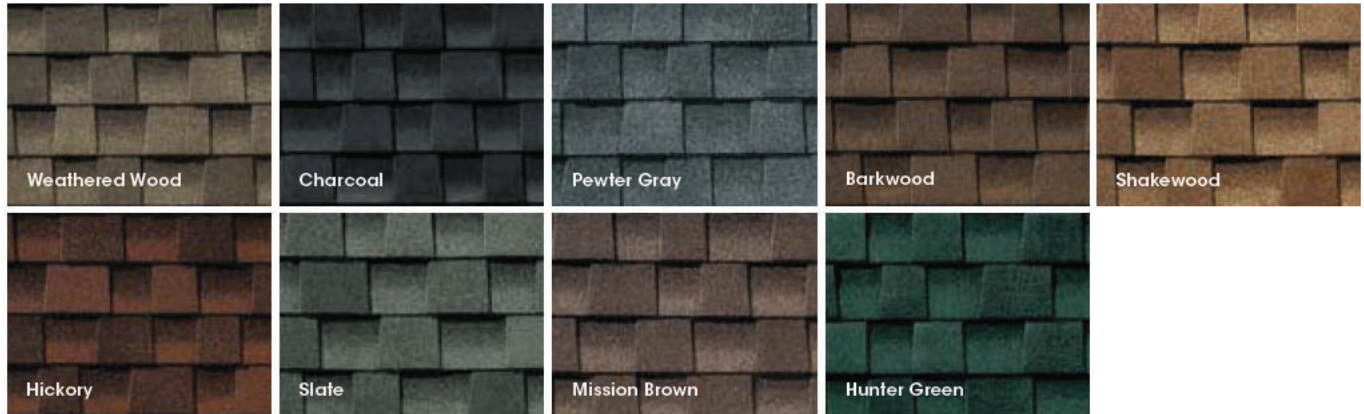
The neutral brown Barkwood emulates wood and coordinates well with warm colors like beige, taupe, cream, gold, and yellow.



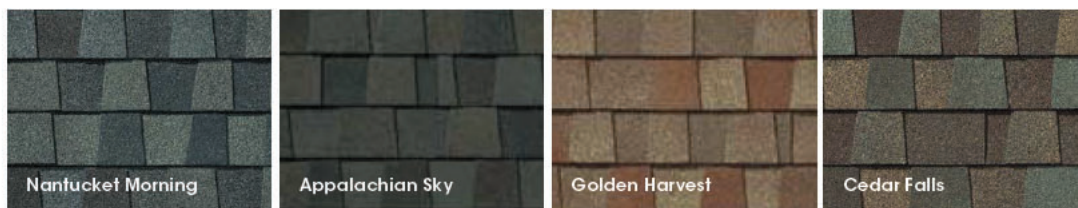
# Color Availability



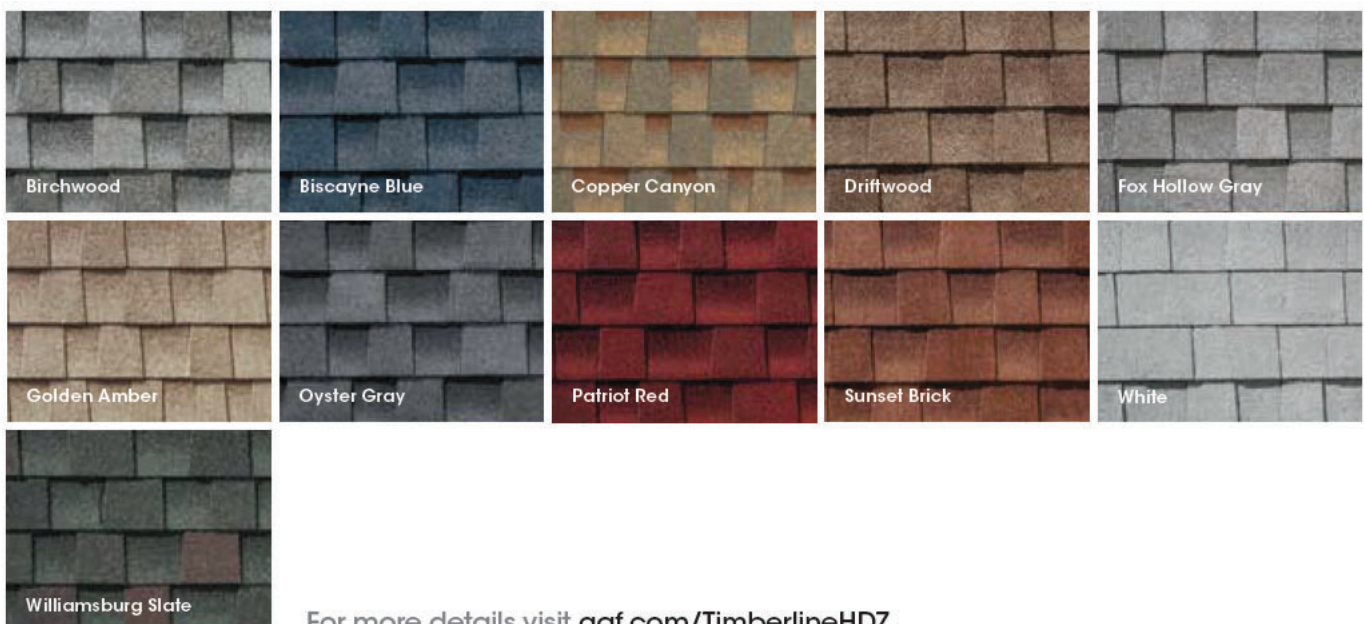
## Nationally Available Colors



## Harvest Blend Colors



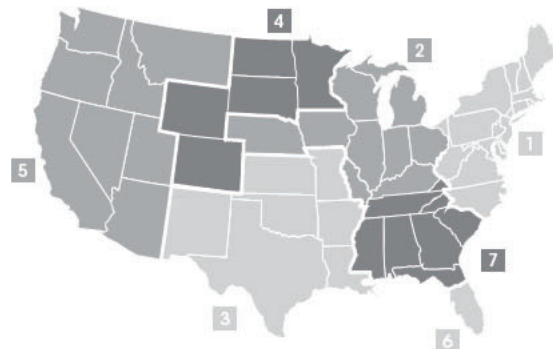
## Regionally Available Colors (See next page for details.)



For more details visit [gaf.com/TimberlineHDZ](https://gaf.com/TimberlineHDZ)

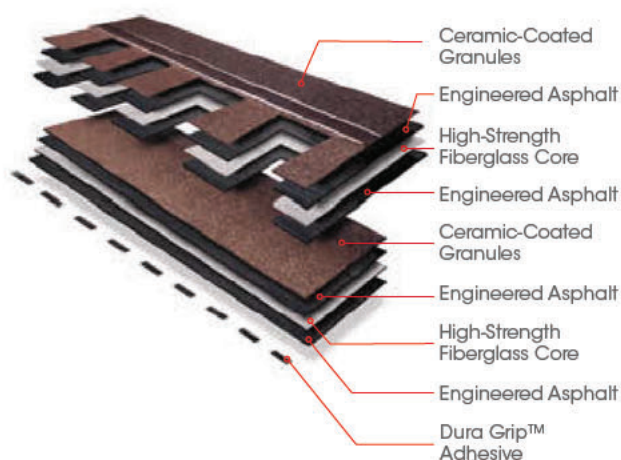
# Timberline HDZ® Availability

Color Availability Chart	1	2	3	4	5	6	7
<b>Most Popular Colors:</b>							
Barkwood	•	•	•	•	•	•	•
Charcoal	•	•	•	•	•	•	•
Hickory	•	•	•	•	•	•	•
Hunter Green	•	•	•	•	•	•	•
Mission Brown	•	•	•	•	•	•	•
Pewter Gray	•	•	•	•	•	•	•
Shakewood	•	•	•	•	•	•	•
Slate	•	•	•	•	•	•	•
Weathered Wood	•	•	•	•	•	•	•
<b>Harvest Blend Colors:</b>							
Nantucket Morning	•	•	•	•	•	•	•
Appalachian Sky	•	•	•	•	•	•	•
Golden Harvest	•	•	•	•	•	•	•
Cedar Falls	•	•	•	•	•	•	•
<b>Regional Colors:</b>							
Birchwood	•	•	•	•	•	•	•
Biscayne Blue	•	•	•	•	•	•	•
Copper Canyon <sup>1</sup>	•	•	•	•	•	•	•
Driftwood	•	•	•	•	•	•	•
Fox Hollow Gray	•	•	•	•	•	•	•
Golden Amber <sup>1</sup>	•	•	•	•	•	•	•
Oyster Gray	•	•	•	•	•	•	•
Patriot Red	•	•	•	•	•	•	•
Sunset Brick	•	•	•	•	•	•	•
White <sup>1</sup>	•	•	•	•	•	•	•
Williamsburg Slate	•	•	•	•	•	•	•



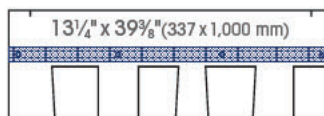
<sup>1</sup> Rated by the Cool Roof Rating Council (CRRC); can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.

## The protective layers of a Timberline HDZ® Shingle



### Product/System Specifics

- Fiberglass asphalt construction
- Dimensions (approx.): 13 1/4" x 39 5/8" (337 mm x 1,000 mm)
- Exposure: 5 5/8" (143 mm)
- Bundles/Square: 3
- Pieces/Square: 64
- StainGuard Plus™ Algae Protection Limited Warranty<sup>1</sup>
- Hip/Ridge: TimberTex<sup>®3</sup>; TimberCrest<sup>®</sup>; Seal-A-Ridge<sup>®3</sup>; Z<sup>®</sup>Ridge; Ridglass<sup>®</sup>
- Starter: Pro-Start<sup>®</sup>; QuickStart<sup>®</sup>; WeatherBlocker™



### Applicable Standards & Protocols:

- UL Listed to ANSI/UL 790 Class A
- State of Florida approved
- Classified by UL in accordance with ICC-ES AC438
- Meets ASTM D7158, Class H
- Meets ASTM D3161, Class F
- Meets ASTM D3018, Type 1
- Meets ASTM D3462<sup>2</sup>
- Miami-Dade County Product Control approved
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267
- Meets Texas Department of Insurance Requirements
- Rated by the CRRC; Can be used to comply with 2019 Title 24 Part 6 Cool Roof Requirements of the California Code of Regulations.

<sup>1</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions and qualifying products.

<sup>2</sup> Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.

<sup>3</sup> Harvest Blend colors are only available on TimberTex<sup>®</sup> and Seal-A-Ridge<sup>®</sup>.



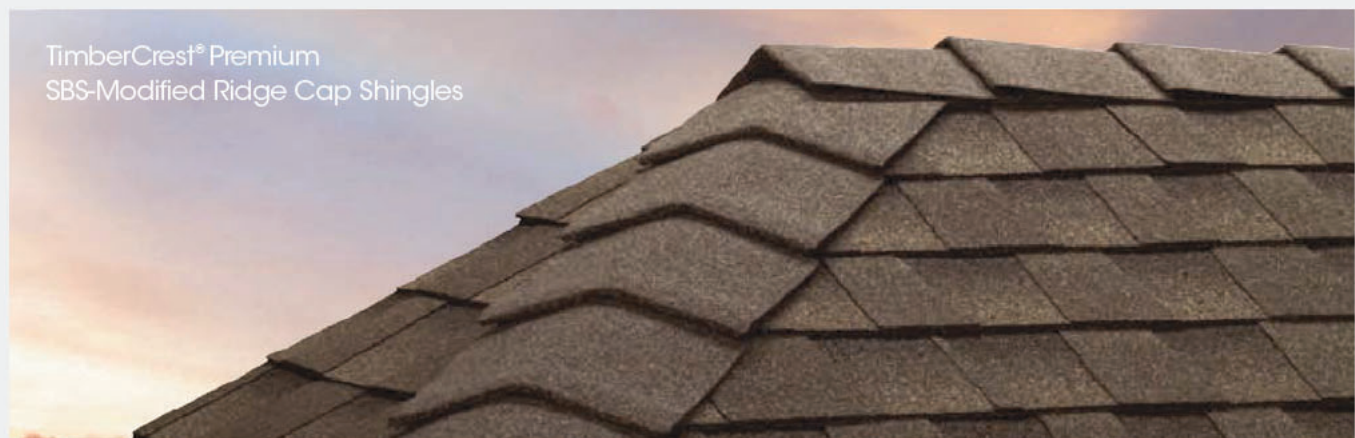
# TimberTex® and TimberCrest® Premium Ridge Cap Shingles



Hip & Ridge Cap Shingles accentuate the natural beauty of your architectural shingle roof. They're the perfect finishing touch that helps defend against leaks at the hips and ridges. [gaf.com/ridgecaps](http://gaf.com/ridgecaps)



TimberTex® Premium Ridge Cap Shingles

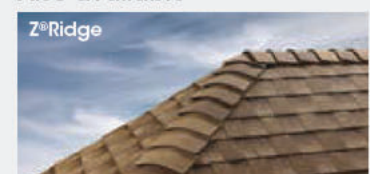


TimberCrest® Premium SBS-Modified Ridge Cap Shingles

TimberTex® and TimberCrest® Premium Ridge Cap Shingles are designed to complement the color of your Timberline® Shingles. To ensure the closest color consistency for your roof, ask your contractor to use genuine TimberTex® or TimberCrest® Premium Ridge Cap Shingles.<sup>1</sup>

- Accentuate the beauty of your newly installed shingle roof
- Protect against leaks and blow-offs at the hip and ridge areas of your roof
- Complement the color of your GAF Shingles with hip and ridge cap shingles manufactured by GAF
- 25-year StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> against blue-green algae discoloration uses GAF Time-Release Algae-Fighting Technology to help protect your ridge cap shingles from unsightly stains.

## Also available<sup>1</sup>



<sup>1</sup> These products are not available in all areas. See [gaf.com/ridgecapavailability](http://gaf.com/ridgecapavailability) for details.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard Plus™ logo. See GAF Shingles & Accessories Limited Warranty for complete terms, conditions, and restrictions on qualifying products.



# America's #1-selling shingle just got better — *again.*

**GAF** Timberline HDZ®  
High Definition® Lifetime Shingles



It seems like yesterday. In 2020, GAF introduced Timberline HDZ® Shingles with LayerLock™ Technology, which are eligible for the WindProven Limited Wind Warranty with no maximum wind speed limitation when installed with the required combination of GAF accessories.<sup>1</sup>

Now we're making our most popular shingle even better, with the addition of a 25-year StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> against blue-green algae discoloration. Add GAF Hip and Ridge Cap Shingles and starter strips with the StainGuard Plus™ Algae Protection Limited Warranty<sup>2</sup> for protection from eave to ridge.

Offer your customers Timberline HDZ® — the shingle that just keeps getting better. Only from GAF.

Find out more at [gaf.com/StainGuardPlus](https://gaf.com/StainGuardPlus)

A **standard** INDUSTRIES COMPANY

We protect what matters most™

**GAF**

<sup>1</sup> 15-year WindProven™ limited wind warranty on Timberline HDZ Shingles requires the use of GAF starter strips, roof deck protection, ridge cap shingles, and leak barrier or attic ventilation. See GAF Roofing System Limited Warranty for complete coverage and restrictions. Visit [gaf.com/LRS](https://gaf.com/LRS) for qualifying GAF products. For installations not eligible for the WindProven limited wind warranty, see GAF Shingle & Accessory Limited Warranty for complete coverage and restrictions.

<sup>2</sup> 25-year StainGuard Plus™ Algae Protection Limited Warranty against blue-green algae discoloration requires the use of GAF Hip and Ridge Cap Shingles and starter strips with the StainGuard Plus™ logo. See GAF Shingle & Accessory Limited Warranty for complete coverage restrictions and qualifying products.

398625-0122

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# BEHR ULTRA 946mL Exterior Satin Enamel Paint & Primer in Ultra Pure White

Model # 985004C|Store SKU # 1000468929



## Overview

A revolutionary paint and primer in one, BEHR PREMIUM PLUS ULTRA is made with the finest raw materials and was developed using NANOGUARD technology for a dense, hard, durable paint film. BEHR PREMIUM PLUS ULTRA is liquid protection for your home.

Paint & Primer in One; Stain-Blocking formula

Pearl-like appearance; Ideal for siding, doors and trim

Extra-protective shell guards against damage from sunlight, moisture, stains and dirt

Enhanced mildew resistant finish

Can be applied in extreme temperatures, between 2 C -32 C

Low VOC, 100% Acrylic  
Manual

Specifications

Dimensions

Assembled Depth (in inches)	4.25
Assembled Height (in inches)	5
Assembled Weight (in lbs)	2.7
Assembled Width (in inches)	4.25
Packaged Depth (in inches)	4.33
Packaged Height (in inches)	4.83
Packaged Weight (In lbs)	2.64
Packaged Width (in inches)	4.33

Details

Base Material	
Water-Based	Certified
Container Size (L)	0.94
Country of Origin	US-United States
Coverage Area (Sq. Ft.)	100
Eco Options	Clean Air
Low VOC	Yes
Mildew Resistant	Yes
Primer Required	No
Sheen	Satin
Weatherproof	Yes

I will choose color N460-3 for the siding and N480-7 for the wood shingles



**Subject: Heritage Permit Application and Funding Opportunities for Heritage Designated Property - 567 Church Street, Revell-D'Avignon House (Ward 3)**

**Reference:**

Date to Council: August 6, 2024

Author: Kristina Tang

Heritage Planner

Email: [ktang@citywindsor.ca](mailto:ktang@citywindsor.ca)

Phone: 519-255-6543 X 6179

Tracy Tang

Planner III- Economic Development (A)

Email: [ttang@citywindsor.ca](mailto:ttang@citywindsor.ca)

Phone: 519-255-6543 X 6449

Julia Wu & Liyue Qiu

Research Assistant - Municipal Heritage Register

Phone: 519-255-6543 X 6820

Planning & Building Services

Report Date: July 18, 2024

Clerk's File #: MBA/2985

**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT Council **BE INFORMED** of the various roof replacement options explored by the Owner of 567 Church Street as outlined in this report.
- II. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the repainting of the "fish-scale" shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Report S 72/2024 Appendix B Heritage Permit Application; and,
- III. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof material with asphalt shingles, subject to further review of scope of work, product information and

compatible colour selection to the satisfaction of the City Planner or designate prior to work start;

OR

- IV. THAT a Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with Grade One cedar wood roof shingles, subject to submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start AND;
- V. THAT if a Grade One cedar wood shingle roof is used for replacement at 567 Church St., Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, **BE APPROVED** for 30% of the total cost to the upset cost of \$15,155.42, to the Owners Xiaoliang Duan & Hao Cui subject to:
  - i. Submission of Community Heritage Fund Application with required quotes;
  - ii. Determination by the City Planner that the work is completed to heritage conservation standards;
  - iii. Owner's submission of paid receipts for work completed;
  - iv. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.
- VI. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

**Executive Summary: N/A**

**Background:**

Report S72/2024 titled "Request for Heritage Permit – 567 Church Street, Revell-D'Avignon House – (Ward 3)" was presented at the Development & Heritage Standing Committee (DHSC) on July 2, 2024 with recommendations:

- I. THAT the Heritage Permit at 567 Church St, Revell-D'Avignon House, **BE GRANTED** to the Property Owners Xiaoliang Duan & Hao Cui for the removal and replacement of the existing cedar wood roof with asphalt shingles, and the repainting of the “fish-scale” shingles at the gable ends, midline band of the bay window, and wood siding of the property per details outlined in Appendix B Heritage Permit Application; OR
- II. THAT if a Cedar wood shingle roof is used for replacement at 567 Church St. Revell-D'Avignon House, that a grant from the Community Heritage Fund (Reserve Fund 157) for replacement of the roof, **BE APPROVED** for 30% of the total cost to the upset cost of \$20,000, to the Owners Xiaoliang Duan & Hao Cui subject to:
- i. Submission of Community Heritage Fund Application with required quotes;
  - ii. Submission of conservation details, technical details and samples, to the satisfaction of the City Planner or designate prior to work start;
  - iii. Determination by the City Planner that the work is completed to heritage conservation standards;
  - iv. Determination by the Chief Building Official (if Building Permit is deemed required) that the work is completed to applicable codes;
  - v. Owner's submission of paid receipts for work completed;
  - vi. That the Community Heritage Fund (Reserve Fund 157), grants approved shall lapse if the applicant has not completed the work and fulfilled the conditions within 2 years of the approval date.
- III. THAT the City Planner or designate **BE DELEGATED** the authority to approve any further proposed changes associated with the roof replacement, gable ends, and ornamental strip between the two-storeys.

Heritage Committee members sought to have the Property Owner explore roofing types beyond the asphalt shingle requested. After a time of discussion, the following recommendation was adopted by the DHSC:

*THAT the report of the Heritage Planner dated June 4, 2024 entitled “Request for Heritage Permit – 567 Church Street, Revell D'Avignon House (Ward 3)” BE*



*REFERRED back to administration to re-engage the owner and provide information related to different and enhanced opportunities for funding that may be available to protect the heritage features of the building.*

Moved by: Councillor Kieran McKenzie

Seconded by: Councillor Angelo Marignani

Administration has since had active communication with the Owner in exploring different roof options and re-explaining the heritage incentives available from the City.

### **Discussion:**

Since the July 2, 2024 DHSC meeting, Staff have been in constant communication with the Owner to explore more roof replacement options and funding opportunities. Up to the writing of this report, the Property Owner provided quotes from Roofcraft Incorporated, ROC Home Improvement, and Heritage Roofing Inc. for different types of roofing (cedar products, composite, and asphalt). The compilation of quotes received are enclosed in Appendix 1. A summary table of the quotes are as below.

<b>COST SUMMARY OF QUOTES (various roof types)</b>			
<b>Quote from Vendor</b>	<b>Type of Roofing</b>	<b>Cost (without HST)</b>	<b>Cost (with HST)</b>
Roofcraft	Cedar #1 Grade 18" Perfection Shingles	\$47,900.00	\$54,127.00
Roofcraft	Brava Composite Shake	\$49,550.00	\$55,991.50
Roofcraft	Asphalt - CertainTeed Landmark Pro	\$25,790.00	\$29,142.70
Roofcraft	CertainTeed Presidential Shake AR	\$36,870.00	\$41,663.10
ROC Home Improvement	Asphalt Shingles - IKO Cambridge Shingles	\$12,000.00	\$13,560.00
ROC Home Improvement	Composite Select Shake - Westlake DaVinci Roofscapes LLC	\$37,500.00	\$42,375.00
Heritage Roofing Inc.	Grade #1 Cedar Shingles	\$44,706.25	\$50,518.06

The Owner Xiaoliang Duan has made considerable efforts since the July DHSC meeting to solicit quotes from roofing contractors. The Owner provided information that she is awaiting quotes Dayus Roofing Inc., Allstar Roofing, and Certified Roofing Windsor (Owner says quotes would only be received sometime after July 22). The Owner has also contacted Gauthier Roofing and Siding but will not be receiving a quote.

Amongst quotes received from the three vendors, Roofcraft Incorporated and Heritage Roofing Inc. has extensive experience with roofing for local heritage properties, including repairs and replacements of cedar wood roofs. Roofcraft's quote for the Cedar #1 Grade 18" Perfection Shingles was detailed and adhered to the heritage roof specifications provided by the City. Heritage Roofing's quote also provided adequate information for the project specifications. ROC Home Improvement does not have

confirmed involvement in heritage projects, and the quote provided by them does not include one with the use of cedar wood shingles.

One of the quotes from Roofcraft Incorporated is for the use of a Grade one 18" Perfection western red cedar shingles at a 5 ½" exposure. The scope of work includes the removal of the existing cedar shingles, installation of a breathable synthetic underlayment of the roof deck, and a cedar breather over the entire section, which will provide water-resistance, moisture control, and space for continuous airflow between the roof deck and shingles. After that, the cedar shingles would be installed per product instructions. 2" hot galvanized nails would be used for the cedar shingles, which complies with the City of Windsor's roofing specifications and product specifications.

A quote from Heritage Roofing Inc. details the use of Grade One cedar shingles. The scope of work includes the removal of existing cedar shingles, to supply and install the following new: 3/8" plywood over entire roof, ice and water shield at all eaves and valleys, synthetic felt, steel valleys, and cedar breather. The preparation detailed will provide water resistance, moisture control, and space for continuous airflow between the roof deck and shingles. Then, new Grade One cedar shingles would be installed per product instructions.

If further eligible quotes in accordance with heritage standards and specifications for a Grade One cedar wood roof replacement are supplied, and if the Owner is prepared to conduct the wood roof replacement, Administration will work with the Owner to verify the selection of Vendor, product information, and scope of work.

However, during discussions with Administration, the Owner (through Xiaoliang Duan) repeatedly emphasized their desire to replace the roof with the ROC provided asphalt roofing, as the cost of a new cedar roof is beyond what she and her husband can afford (both upfront and total cost even with a 30% heritage incentive grant from the Community Heritage Fund). She has expressed that she would not consider cedar wood roofing unless the total cost of the project is below \$35,000 (hypothetical number; no quote received of that amount), and only if the City is able to provide 50% or more of the cost in grants, with the resulting cost to her being a maximum of \$18,000. The Owner has also expressed their potential intention to sell the property within 1-2 years, thereby reducing the appeal of the available Heritage Property Tax Reduction Program, which would not be received as cost recovery through tax reductions until the later half of 2025 and subsequent years.

In the case that a sufficient grant is not given (sufficient in the Owner's opinion per above), and a heritage permit for the replacement of the existing roof with asphalt shingles is not granted, the Owner has stated that they will not proceed with any repair projects and the leaking areas will be covered with temporary tarping.

Other quotes such as Composite roofing was not considered further as the pricing quoted was not competitive from the Owner's perspective and would not be eligible for heritage funding or recommended by Administration due to the inauthenticity of the material (where other traditional materials are available).

The recommendations of the report are therefore crafted in a way to allow Council to make the decision on the roof options explored, and tie funding to a percentage costing

and upset limit for a legitimate wood roofing quote received to date. Other recommendations involve repainting of wood elements that Administration did not have concerns or issues with as outlined in the original report S 72/2024. The repainting of the “fish-scale” shingles at the gable ends, midline band of the bay window, and wood siding of the property will allow the wood heritage elements to be maintained.

### **Risk Analysis:**

The risk of taking no action for this property is the potential deterioration of a designated heritage property and potential loss of more heritage attributes due to age and water intrusion.

Cedar roof shingles and shakes are relatively rare in Windsor, with a limited number of properties still retaining such roofing material. There is a real risk of loss of these unique heritage features in the City from the proposal, reducing the heritage value of the property, although the roofing material change could be restored in the future (reversible change). There are general concerns in heritage conservation projects from the lack of specialized tradespersons, limited material supply, and inflated costs, as well as the general appeal to homeowners of the affordability and low maintenance of modern materials such as asphalt and metal. However, there are limited heritage designated properties in Windsor and properties with designated status are meant to be representative examples in Windsor. The Owner has been encouraged to explore wood roofing however have been firm about their desire to change the roofing to asphalt.

Besides the reversible risk of the loss of the cedar wood roof shingle as a heritage attribute on the property, the Owner has also stated that no further roofing repair will take place if a sufficient grant is not given for the wood roofing and a heritage permit for the replacement of the existing roof with asphalt shingles is not granted. If only temporary measures are put into place and a new roof is not installed for the duration of 1-2 years, there is a significant risk of further damage to the designated heritage property.

The Owner has been advised that all properties across the city are subject to comply with the Property Standards & Maintenance By-law 9-2019. Section 1.14 of Schedule ‘A’ Part 1 reads: “All roofs, including chimneys, stacks, masts, lightning arresters, antennas, fascia, soffits, flashings, solar panel and supports, and other roof structures shall be maintained in good repair, watertight and structurally sound condition. Such maintenance may include, but is not limited to: a) removal of loose, unsecured objects or materials b) keeping roofs and chimneys weather tight and free from leaks and/or defects.” Further, Part 5 provides Standards for Heritage Properties that are applicable to designated heritage properties to maintain, preserve and protect the heritage property. The provisions of the Bylaw are enforceable through the issuance of Orders, fines, and potential charges and legal proceedings.

## **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

## **Financial Matters:**

The Owners' desire to replace the wood roofing with asphalt results in a loss of heritage attribute/character to a designated property and thus would not be eligible for any heritage incentives. However, if the Owner decides to use heritage standards accepted wood roofing (Grade one cedar; non-composite) and if Council makes a decision to support the funding incentive for the replacement of roof with compatible wood roofing material, then the Owner could apply for Heritage incentives at that time. Therefore, Administration has provided a recommendation to that effect and is providing context in the financial section for Heritage Committee and Council's consideration.

The Community Heritage Fund (CHF) guidelines include the following:

"As a general principle, awards will be limited to a maximum of \$50,000 unless the DHSC (Development & Heritage Standing Committee) so recommends and Council approves." The award from the Community Heritage Fund is generally given according to the following formula: Grant: 15 percent of the award in the form of a grant & Low Cost Loan: 85 percent of the award". The Community Heritage Fund asks for "A minimum of two cost estimates, based on specifications approved by the DHSC and the City Planner or Designate, shall be obtained by the owner for all restoration work to be done." The estimates will be reviewed to ensure that all work specified is covered. The lower bid will usually be recommended for funding." In this particular case, the applicant has not submitted any funding application due to their desire still to proceed with the ROC quoted Asphalt Roofing replacement.

However, if the Owner decides later to use wood roofing, it is suggested by Administration that the conservation work be supported by a 30% cost of wood roofing based on the lower qualified wood roofing bid from Heritage Roofing Inc., up to the upset limit of \$15,155.42, subject to all conditions outlined in the recommendations, with no loan component. The CHF form and estimates will be required if the Owner chooses to apply for the heritage incentive. Administration's recommendation is in line with recent Council decisions such as CR364/2023 for 546 Devonshire Road and 548-550 Devonshire Road wood roofing replacements. The heritage percentage funding support have been attributed due to the high cost of conserving the wood roof, which is a special heritage feature, especially in today's climate of increasingly expensive trades work and inflation. Still, this amount of funding is too low in the opinion of the Owner, who is only willing to bear a total cost of up to \$18,000 for the roof replacement.

That said, Council has the discretion to increase the percentage of heritage financial support if Council so wishes. This could potentially set a precedent for future heritage funding requests.

As of June 30, 2024, the Community Heritage Fund (Reserve Fund 157) has an uncommitted balance of \$124,349.95 available (including the safeguard of having the

minimum balance of \$50,000 in the Committed funds). Therefore, there is sufficient funds in Fund 157 to cover the cost of the Administration recommended grant amount.

At the writing of the report, the Owner was not interested in applying for the Heritage Property Tax Reduction program. However, the Owner is eligible to apply for heritage conservation work (not modern roofing materials), which is administratively processed when amounts are under \$20,000 as per By-law 164-2015. Based on the public property inquiry records, the total property taxes payable in 2024 for 567 Church is approximately \$1,829.53. The annual tax reduction is up to 30% per year for a maximum of 3 years up to the cost of the restoration. The 3-year tax reduction is approximately \$1,646.58 for 567 Church Street but will be confirmed by Financial Tax staff as part of the regular administrative processing of the Heritage Property Tax Reduction application. The Owner has also been apprised that painting of the wood elements are eligible works under the Tax Reduction Program but has stated that she will not be applying for the program.

### **Consultations:**

City staff have been consulting further with the Owner since the last July 2, 2024 DHSC Meeting. Josie Gualtieri, Financial Planning Administrator, assisted with confirmation of fund balance.

### **Conclusion:**

Roof replacement options and types have been explored by the Owner and provided in this report. Council can choose to grant the heritage permit application for roof replacement to asphalt, or a grade one cedar wood roofing shingle with financial incentives to support the additional expense related to the wood roofing, subject to conditions. Further heritage alteration approvals necessitated for this scope of work and of repainting of wood elements are recommended to be delegated to the City Planner.

### **Planning Act Matters: N/A**

### **Approvals:**

<b>Name</b>	<b>Title</b>
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Deputy City Planner – Growth (A)
Neil Robertson	City Planner / Executive Director Planning & Building
Lorie Gregg	On behalf of Commissioner Finance & City Treasurer
Jelena Payne	Commissioner of Economic Development



<b>Name</b>	<b>Title</b>
Joe Mancina	Chief Administrative Officer

**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix 1 – Compilation of Roofing Quotes



July 16, 2024

Xiaoliang Duan  
567 Church St  
Windsor ON N9A 4T3

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• **PROPOSAL TO REPLACE ROOF ON HOME WITH CEDAR SHINGLES**

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- Supply and install the following;
  - Waterproofing membrane underlayment at valleys and chimneys.
  - Breathable synthetic underlayment on the remainder of the roof deck.
  - Benjamin Obdyke Cedar Breather over the entire surface.
  - New prepainted galvanized steel drip edge at eaves and gables.
  - New prepainted galvanized steel flashing at valleys and chimneys.
  - No1 grade 18" (perfections) western red cedar shingles installed with 2" hot galvanized nails at 5 1/2" exposure.
  - Replace all vents and flashing with new ones.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- Roofcraft will warranty the workmanship for 15 years from completion.

	#1 Grade 18" Perfection Shingle at 5 1/2" exposure
Cost	\$47,900.00
HST	\$6,227.00
Total	<b>\$54,127.00</b>

Regards,

Doug Fraser



July 9, 2024

Xiaoliang Duan  
567 Church St  
Windsor ON N9A 4T3

---

• **PROPOSAL TO REPLACE ROOF ON HOME WITH BRAVA COMPOSITE SHAKE**

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- Waterproofing membrane underlayment and prepainted steel flashing at valleys and chimneys.
- New aluminum drip edge at eaves and gables.
- Full breathable synthetic underlayment over deck boards.
- Install composite shake as per manufacturer recommendations.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- Roofcraft will warranty the workmanship for 15 years from completion.

	Brave Shake at 10" exposure
Cost	\$49,550.00
HST	\$6,441.50
Total	<b>\$55,991.50</b>

Regards,

Doug Fraser



July 9, 2024

Xiaoliang Duan  
567 Church St  
Windsor ON N9A 4T3

---

• PROPOSAL TO REPLACE ROOF ON HOME WITH **ASPHALT SHINGLES**

- Remove all existing cedar shingles to a clean and sound surface and disposal from the site.
- Install new 3/8" plywood sheathing over existing deck boards.
- Waterproofing membrane underlayment and prepainted steel flashing at valleys and chimneys.
- New aluminum drip edge at eaves and gables.
- Install full synthetic underlayment.
- Install shingles as per manufacturer recommendations.
- Thorough site cleanup, including magnetic broom cleanup through grassy areas.
- Roofcraft will warranty the workmanship for 15 years from completion.

	CertainTeed Landmark Pro	CertainTeed Presidential Shake AR
Cost	\$25,790.00	\$36,870.00
HST	\$3,352.70	\$4,793.10
Total	<b>\$29,142.70</b>	<b>\$41,663.10</b>

Regards,

Doug Fraser



## ROC HOME IMPROVEMENT

581 Maguire ST ,Windsor ,Ontario

Tel: (647) 787-9368

Email: roc.home.andy@gmail.com

Customer: Xiao Wang Man Date: 2024. July 28

Address: 567 Church St. Cell Phone: \_\_\_\_\_

### ☐ SHINGLED ROOF:

#### Limited Life Time Warranty Shingles

☒ IKO ☒ BP ☒ OWENS CORNING ☒ GAF ☒ CERTAINTEED

*Cedar shingles.*

Material Type \_\_\_\_\_ QTY \_\_\_\_\_ Color \_\_\_\_\_

☒ Complete tear off of existing shingles (If additional layers are found, \$0.30/sqft more added)

☒ Inspect roof deck (if necessary, replace plywood at an extra cost of \$70 each)

☒ Install 3 feet Synthetic Underlayment ☐ Ice&Water ☐ from eaves (roof tilt<30")

☒ Replace Bathroom Exhaust Flashing (3/4")

☒ Replace/ Install roof vents \_\_\_\_\_

☒ Re-caulking and refasten flashings

☒ Clean and inspect Eavestrough, complete waste disposal, clean up, and magnetic sweeping

☒ Labour warranty ☒ 12 years

☐ Including any detached units.

#### EXTRA

☐ Install \_\_\_\_\_ (Maximum Static/Solar/Turbine)Vents \$ \_\_\_\_\_/each.

☐ Install synthetic underlayment over whole roof \$ \_\_\_\_\_

☐ **Flat roof** Square Feet \_\_\_\_\_ ☐ Remove old one

Armourplast Granular (APP) \_\_\_\_\_ TF 95 Base 2.2 \_\_\_\_\_

Protectoboard \_\_\_\_\_ Roofboard \_\_\_\_\_

☐ **Eavestrough**

#### Others:

#### Method of payment:

☐ Cash ☐ Cheque ☐ Credit Card

Total: \$ 37500.

*before tax*

Deposit: \$ \_\_\_\_\_

Customer signature Andy ROC Home improvement

Balance: \$ \_\_\_\_\_

WSIB/Licensed/insured/Work at Height

1. All products come with full warranty from manufacturer starting from the day of installation (not include animal damage)
2. This estimate price is for completing the job as described above; it does not include the material price increases or additional labor.
3. This estimate sheet is only the contract between the customer and BJ Roofing. It does not for the tax return use.
4. We require all our clients to confirm the job with our head office before the job is started.





## ROC HOME IMPROVEMENT

581 Maguire ST ,Windsor ,Ontario

Tel: (647) 787-9368

Email: roc.home.andy@gmail.com

Customer: Xiaoliang Duan Date: 2024. July 08  
Address: 567 church st. Cell Phone: \_\_\_\_\_

### ☐ SHINGLED ROOF:

#### ☒ Limited Life Time Warranty Shingles

☒ IKO ☐ BP ☐ OWENS CORNING ☐ GAF ☐ CERTAINTED

Material Type 30 years warranty Color \_\_\_\_\_

☒ Complete tear off of existing shingles (If additional layers are found, \$0.30/sqft more added)

☒ Inspect roof deck (if necessary, replace plywood at an extra cost of \$70 each)


☒ Install 3 feet Synthetic Underlayment ☐ Ice&Water ☐ from eaves (roof tilt<30")

☒ Replace Bathroom Exhaust Flashing (3/4")

☒ Replace/ Install roof vents \_\_\_\_\_

☒ Re-caulking and refasten flashings

☒ Clean and inspect Eavestrough, complete waste disposal, clean up, and magnetic sweeping

☒ Labour warranty ☒ 12 years 

☐ Including any detached units.

### EXTRA

☐ Install \_\_\_\_\_ (Maximum Static/Solar/Turbine)Vents \$ \_\_\_\_\_/each.

☐ Install synthetic underlayment over whole roof \$ \_\_\_\_\_

☐ Flat roof Square Feet \_\_\_\_\_ ☐ Remove old one

Armourplast Granular (APP) \_\_\_\_\_ TF 95 Base 2.2 \_\_\_\_\_

Protectoboard \_\_\_\_\_ Roofboard \_\_\_\_\_

☐ Eavestrough

### Others:

### Method of payment:

☐ Cash ☐ Cheque ☐ Credit Card

Total: \$ 12000. before tax

Deposit: \$ \_\_\_\_\_

Customer signature Andy ROC Home improvement

Balance: \$ \_\_\_\_\_

WSIB/Licensed/insured/Work at Height

1. All products come with full warranty from manufacturer starting from the day of installation (not include animal damage)
2. This estimate price is for completing the job as described above; it does not include the material price increases or additional labor.
3. This estimate sheet is only the contract between the customer and BJ Roofing, It dos not for the tax return use.
4. We require all our clients to sign the contract before the job starts.

Date: 2024-07-19  
Estimator: Matt Trussetter



**Heritage Roofing Inc**  
**2203 Road 4 East**  
**Kingsville, Ontario**  
**519-324-9690**  
**Residential Commercial Industrial**

### Job Site Information:

**Owner:** Xiaoliang Duan  
**Job site Address:** 567 Church St  
**Type of Work:** Cedar  
**Pitch(es):** 13/12

**Owner Phone Number:** [REDACTED]  
**Town:** Windsor  
**Layer(s):** 1 Layer  
**Decking:** Boards

---

### Project Specifications:

- Remove existing cedar shingles and dispose from site
- Supply and install new 3/8" plywood over entire roof
- Supply and install new ice and water shield at all eaves and valleys
- Supply and install new synthetic felt
- Supply and install new steel valleys
- Supply and install new cedar breather on roof
- Supply and install new Grade 1 Cedar shingles
- Supply and install new vents
- Supply and install new hip and ridge capping
- Supply and install new sealants as needed

**Project Cost:** \$ 44,706.25  
**HST Total:** \$ 5,811.81  
**Project Total:** \$ 50,518.06

**Payment Terms:**

Residential jobs will be invoiced and payment is due upon receipt. A two (2) day grace period will be given. Monthly interest of 3% will be added to late payments. Jobs with a project cost of more than \$50,000 + HST will require a 30% down payment. Heritage Roofing Inc. accepts payment in forms of cash, cheque (personal or certified), and credit card (subject to a 3.4% service charge plus a \$0.15 service fee). Heritage Roofing Inc. offers financing through Financelt. Financing is subject to credit approval. Terms and conditions apply.

**Warranty:**

Heritage Roofing Inc. offers a 10-year Workmanship warranty on all complete roofs. A warranty is not given for repairs. In addition to our Workmanship warranty, we can also offer extended warranties of certain manufacturers. Extended warranties will be specified under project specifications. Extended warranty price is not reflected in pricing unless approved. If warranty is approved, a revised estimate will be provided.

**Notes:**

- 1.) The above items comprise our full and final scope of work.
- 2.) Pricing will remain firm if accepted within fourteen (14) calendar days from the date of estimate.
- 3.) All existing satellite and internet dishes will be removed and re-installed if still in use. Re-alignment of satellite and internet dishes to be done by others if needed. Heritage Roofing is not responsible if signal is lost.
- 4.) Heritage Roofing Inc. is not responsible for damage to the existing decking as a result of rot or decay or otherwise and is chargeable upon discovery. Price to replace 3/8" plywood is \$5+HST per square foot. Price to replace 1/2" plywood is \$6+HST per square foot.
- 5.) Heritage Roofing Inc. is not responsible for pest/rodent removal prior to job start or after completion of the job.
- 6.) Heritage Roofing Inc. is not responsible for lead times associated with materials.
- 7.) Heritage Roofing Inc. is not responsible for driveway or cement cracking or damage from scheduled delivery of materials or trailers.
- 8.) Heritage Roofing Inc. is fully insured with a \$5,000,000 liability policy
- 9.) Heritage Roofing Inc. maintains WSIB insurance coverage
- 10.) All workers of Heritage Roofing Inc. are fully trained and strictly abide by all safety procedures and guidelines of the Ministry of Labour.

**Acceptance of Estimate:**

\_\_\_\_\_  
Signature of Homeowner(s) - one party is sufficient

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Sales Representative (on behalf of Heritage Roofing Inc.)

\_\_\_\_\_  
Date:



**Council Report: S 90/2024**

**Subject: Request for Partial Demolition and Removal from Municipal Heritage Register for Heritage Listed Property – 232 Thompson Boulevard, House (Ward 6)**

**Reference:**

Date to Council: August 6, 2024  
Author: Tracy Tang  
Planner III - Economic Development (A)  
Email: ttang@citywindsor.ca  
Phone: 519-255-6543 X 6449

Gabriel Lam & Danielle Poirier  
Community Development Planning Assistant  
Email: glam@citywindsor.ca ; dpoirier@citywindsor.ca  
Planning & Building Services  
Report Date: July 11, 2024  
Clerk's File #: MBA2024

**To:** Mayor and Members of City Council

**Recommendation:**

- I. **THAT** Council **BE INFORMED** of the proposed partial demolition at 232 Thompson Boulevard to remove the existing roof, front porch, openings (doors/windows), and brick chimney to construct a second storey addition and new covered front porch; and,
- II. **THAT** the property at 232 Thompson Boulevard, identified as House – Arts & Crafts Bungalow, **BE REMOVED** from the Windsor Municipal Heritage Register, due to the existing lack of apparent cultural heritage value or interest in combination with the proposed extent of non-reversible alterations.

**Executive Summary: N/A**

**Background:**

The House – Arts and Crafts Bungalow located at 232 Thompson Blvd was listed on the Windsor Municipal Heritage Register on June 9, 2008. Research conducted at that time indicate that the house was completed circa 1929, however recent research findings indicate a date closer to 1922.

On June 12, 2024, the Owners submitted a Building Permit for additions to the existing dwelling consisting of a second storey and a new covered front porch. As the proposed changes include the demolition/removal of openings, the roof, the front porch, and the brick chimney, Heritage Planning staff advised the Property Owners and their Designer of the Heritage Planning requirements. On June 27, 2024, the Owners formally submitted notification of the partial demolition through a Heritage Permit application (Appendix A).



**Front View of 232 Thompson Blvd  
from Thompson Blvd (July 4<sup>th</sup>, 2024)**

## **Discussion:**

### **Legal Provisions:**

The subject property is listed on the Windsor Municipal Heritage Register, but not designated. Section 27 of Part IV of the *Ontario Heritage Act* states that “the register may include property ... that the council of the municipality believes to be of cultural heritage value or interest”, without being designated. Also, “[T]he owner of the property shall not demolish or remove a building or structure on the property or permit the demolition or removal of the building or structure unless the owner gives the council of the municipality at least 60 days notice in writing of the owner’s intention to demolish or remove the building or structure or to permit the demolition or removal of the building or structure.” The 60 days only begins after notice is received accompanying plans and information as Council may require. City of Windsor Council approved “Requirements and Procedures, Application for Demolition of Heritage-Listed Properties” (Council Decision # M163-2015) which outlines the required information for demolition, and notes that Administration has 30 days to evaluate if the information submitted is sufficient. Only after determination has been made that the required information has been submitted, does the 60-day count begin.

During the 60 days after notice, City Council (with Committee consultation) may initiate designation or decide to take no action. If a property is proposed for designation, a notice of intent to designate must include a statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property, which are those features that are considered important to retain if any alterations to the property are proposed after designation. “Cultural heritage value or interest” is to be considered according to Ontario Regulation 9/06.



There is no explicit provision for the Committee or Council to comment on alterations to a heritage-listed, non-designated property, other than removal/demolition or partial demolition of structures from the Register under the *Ontario Heritage Act* unless designation is initiated. Designation is not a recommendation of this report.

Heritage Planning staff make editorial corrections to the Municipal Heritage Register as new information is found without announcing each change to the Development & Heritage Standing Committee. However, additions or deletions of property must be considered by the Committee and approved by Council.

### **Proposal:**

The Owners intend to remove the existing roof, front porch, openings (doors/windows), and brick chimney to construct a second storey addition and a new covered front porch. The proposed second storey will be 1334 square feet, doubling the existing gross floor area to 2668 square feet. The proposed second storey and new roof will set the building at a new height of 35 feet 4 inches. The addition is proposed to increase living space and long-term functionality. The proposed covered front porch will be an approximate 242 square feet addition to the front façade, to increase useable outdoor space. This will change the front yard setback from 13 feet 7 inches to 10 feet 6 inches. The building permit drawings as submitted have been reviewed by Building Department and are found to be in conformity with the Zoning By-law 8600 (See drawings within Appendix A). The proposed size and massing are compatible with the urban form of the Mature Neighbourhood Area.

Exterior renovations include the removal and replacement of openings (doors and windows) with modern, energy efficient substitutes in black. The exterior will be refinished with white smooth finished EIFS, black cedar plank accent siding, and black trim. The roof will be medium-pitch cross gables with black asphalt shingles.

### **Historical Background:**

The subject property is located on the east side of Thompson Boulevard between Riverside Drive East and Wyandotte Street East. This stretch of Thompson Boulevard is considered a Mature Neighbourhood Area as per Official Plan Schedule A-1. Accordingly, the Windsor Intensification Guidelines for Stable and Mature Neighbourhoods 2.2.2 apply to ensure that new developments respect and complement the surrounding cultural heritage resources. Thompson Boulevard also neighbours Prado Place, Windsor's first Heritage Conservation District. Prado Place is unique in its streetscape characteristics of narrow road width, mid-block landscaped island, and cast-iron streetlamps. Lined on both sides of the street are an eclectic collection of dwellings of various architectural styles and periods.

At the time of its listing on the Municipal Heritage Register in 2008, the one storey house at 232 Thompson Boulevard was noted for its physical representation of the Arts and Crafts Bungalow architectural style. It featured arched openings on the front facade, white stucco cladding, and a low-pitched clipped roof with half-timbering on the side walls of the roof. Information within the HER Heritage File was very slim, with only one photograph from 2006 and an evaluation form completed by Evelyn McLean, the City's

first Heritage Planner, in October 2006. Written at the top of the form is a note recommending deletion from the Municipal Heritage Register due to “no historical value evident” (see Appendix B – Additional Heritage Research).

Heritage Planning staff conducted heritage research on the subject property and found that it was formed through subdivision in 1913. The property has experienced several address changes since, from 10 Thompson Boulevard in 1924 to 24 Thompson Boulevard in 1953. It is situated in the former Town of Riverside. Between 1922 and 1928, the property was owned by Councillor William H. Grant. He was a prominent figure in Riverside, serving as a member of the Riverside Council, chairman of the Transportation Committee, and the runner-up mayoral candidate for Riverside in 1927 (Appendix B).



**232 Thompson Blvd  
from HER File (2006)**

### **Heritage Considerations:**

Heritage Planning staff engaged in discussion with the Property Owners to gather information about physical alterations on the property. According to the Property Owners, the house may have undergone undocumented alterations in 2016 prior to them obtaining ownership.

Currently, the house features an asymmetrical façade with a recessed corner front porch with side stairs. The house is clad in stucco that is painted brown and plastic siding emulating stone as an accent. The windows are white vinyl, symmetrically placed, and not original to the house. There is a projecting box bay window on the north side of the house. The sides of the roof with half-timbering detail have been painted over in the same brown colour, making the half-timbering only visible at close distances and in certain lighting. The large arches on the front facade have been removed. The building's design is now straightforward and unembellished, with little to no Arts and Crafts Bungalow details remaining. The roof remains a low-pitched clipped roof with simple roof lines over the front and rear. There is a red brick chimney on the rear south side of the house that is no longer functioning. As it interferes with the proposed second storey addition, the chimney is proposed to be removed.



**Size and Massing Comparison of 232 and 236 Thompson Blvd from Thompson Blvd (July 4<sup>th</sup>,**



**View of 232 Thompson Blvd Timber Detailing and Front Porch (July 4<sup>th</sup>, 2024)**



**View of 232 Thompson Blvd Red Brick Chimney (July 4<sup>th</sup>, 2024)**

Through heritage research, Administration found that the Arts and Crafts Bungalow house at 232 Thompson Boulevard was associated with a locally significant individual, William H. Grant, at the time of its construction. However, this individual was only associated with the property for a short period of time. The property has undergone significant alterations in recent years which have substantially compromised the heritage value of the property, rendering the original reason for addition to the Municipal Heritage Register no longer visibly apparent (i.e. it no longer visibly demonstrates Arts and Crafts nor Bungalow architectural elements). Along with the latest plans for additions and alterations, which will further strip any remaining cultural heritage features or attributes, Administration and the current Property Owners concur that this property is a candidate for removal from the Windsor Municipal Heritage Register. It is Administration's opinion that this property would have been removed from the Municipal Heritage Register through the Bill 23 listed properties review exercise, should an application for partial demolition not have come through.

### **Official Plan Policy:**

Chapter 9 of the City of Windsor Official Plan, Heritage Conservation, includes the following objectives related to the recognition, conservation, and enhancement of heritage resources:

*CONSERVATION MANAGEMENT* 9.2.1 To conserve Windsor's heritage resources for the benefit of the community and posterity in a manner which respects their architectural, historical, and contextual significance and ensures their future viability as functional components of Windsor's urban environment.

*IDENTIFY HERITAGE RESOURCES HERITAGE REGISTER* 9.3.3.4 Council will identify heritage resources by:  
(a) Maintaining and updating the list of built heritage resources known as the Windsor Municipal Heritage Register; and

The property in its current state already demonstrates potential for removal from the Windsor Municipal Heritage Register for reasons stated above. Together with the proposed non-reversible alterations that are the subject of this report, the property will be changed to a point of no longer holding physical heritage value and attributes. Therefore, Heritage Planning staff recommend the removal of this property from the Windsor Municipal Heritage Register to keep it up to date.

### **Risk Analysis:**

The proposed partial demolition would allow the Owners to proceed with their desired second storey addition and exterior renovation plans for the property, creating a non-reversible alteration to the property to a point where it will no longer hold heritage attributes or value. The notification of the proposed partial demolition authorized by the *Ontario Heritage Act* serves as an opportunity to provide a process to designate when required to prevent inappropriate and concerning changes applied to the building. In this case, the proposed changes will not substantially impact the built heritage of the current property, as there is little apparent heritage value remaining in its current form.

### **Climate Change Risks**

**Climate Change Mitigation: N/A**

**Climate Change Adaptation: N/A**

### **Financial Matters:**

There is no cost to the City; the Property Owners will be paying the full cost of the proposal.

### **Consultations:**

Heritage Planning staff discussed the details of the proposal with the Property Owners and their Designer through email correspondence, phone calls, as well as an in-person Site Visit to the subject property on Thursday, July 4, 2024. Heritage Planning staff consulted with Sophia Di Blasi, Development Application Coordinator, Building

Department, regarding the Building Permit application and Zoning By-law provisions; and Kate Tracey and Aaron Farough, both Senior Legal Councils, Legal & Real Estate Department, regarding the legal provisions within the *Ontario Heritage Act*.

### **Conclusion:**

Council is to be informed of the proposed partial demolition of the Heritage Listed Property – 232 Thompson Blvd, House. The demolition/removal of openings (doors and windows), the roof, front porch, and brick chimney are proposed to facilitate the construction of the second storey and covered front porch additions to the subject property. The proposed size and massing are compatible with the urban form of the Mature Neighbourhood Area.

This partial demolition and new construction will irreversibly alter the house. However, the property in its current state is already a candidate for removal from the Municipal Heritage Register. In conjunction with the proposed irreversible changes, the property will be rid of any little remaining heritage attribute and value. Administration recommends that the property be removed from the Municipal Heritage Register.

**Planning Act Matters: N/A**

### **Approvals:**

<b>Name</b>	<b>Title</b>
Tracy Tang	Planner III- Economic Development (A)
Kristina Tang	Heritage Planner
Kate Tracey	Senior Legal Counsel
Jason Campigotto	Deputy City Planner - Growth
Neil Robertson	City Planner / Executive Director Planning & Building
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

### **Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

### **Appendices:**

- 1 Appendix 'A' – Heritage Permit Application Package
- 2 Appendix 'B' – Additional Heritage Research



**APPLICATION TYPE**

☐ **Minor Heritage Permit**  
(Delegated Authority Approval)

☒ **Major Heritage Permit**  
(City Council Approval)

☒ **Demolition**

**1. APPLICANT, REGISTERED OWNER, AND AGENT INFORMATION**

Provide in full the name of the applicant, registered owner and agent, the name of the contact person, and address, postal code, phone number, and email address. If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

**APPLICANT**

Contact Name(s) Robert & Melanie Polewski

Company or Organization \_\_\_\_\_

Mailing Address 232 Thompson Blvd.

**REGISTERED OWNER IF NOT APPLICANT**

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

**AGENT AUTHORIZED BY REGISTERED OWNER TO FILE THE APPLICATION**

Contact Name(s) \_\_\_\_\_

Company or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Phone(s) \_\_\_\_\_

**Who is the primary contact?**

☒ Applicant

☐ Registered Owner

☐ Agent

## 2. SUBJECT PROPERTY

Municipal Address: 232 Thompson Blvd

Legal Description (if known): \_\_\_\_\_

Building/Structure Type:

☒ Residential      ☐ Commercial      ☐ Industrial      ☐ Institutional

Heritage Designation:

☐ Part IV (Individual)      ☐ Part V (Heritage Conservation District)

By-law #: \_\_\_\_\_ District: \_\_\_\_\_

Is the property subject to a Heritage Easement or Agreement?

☐ Yes      ☒ No

## 3. TYPE OF APPLICATION

Check all that apply:

☐ Demolition/Removal of heritage attributes      ☒ Addition      ☐ Erection      ☒ Alteration\*  
☒ Demolition/Removal of building or structure      ☐ Signage      ☐ Lighting

\*The Ontario Heritage Act's definition of "alter" means to change in any manner and includes to restore, renovate, repair or disturb.

## 4. HERITAGE DESCRIPTION OF BUILDING

Describe the existing design or appearance of buildings, structures, and heritage attributes where work is requested. Include site layout, history, architectural description, number of storeys, style, features, etc..

The existing house has a low pitched, gabled shingle roof with simple roof lines.

The exterior of the house is finished with stucco and updated plastic siding.

The windows are white vinyl, not original, and are symmetrically placed.

The house has a straightforward, unembellished design with a lack of ornate detail emphasizing practicality and simplicity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 5. PROPOSED WORK

Provide a detailed written description of work to be done, including any conservation methods you plan to use. Provide details, drawings, and written specifications such as building materials, measurements, window sizes and configurations, decorative details, etc.. Attach site plans, elevations, product spec sheets, etc. to illustrate, if necessary.

Removal of the roof and addition of a 2nd storey to increase living space & functionality

The exterior will be refinished with stucco and some wood accent siding.

The windows will be replaced with new, more energy efficient windows.

The front porch will be expanded slightly to increase useable outdoor space.

The new look of the home will be simplistic, practical and unembellished in keeping with the original style.

## 6. HERITAGE PERMIT RATIONALE

Explain the reasons for undertaking the proposed work and why it is necessary.

To provide sufficient living space for a young, growing family and to improve the energy efficiency and functionality of the house for the long term

Describe the potential impacts to the heritage attributes of the property.

The house will be changed from a bungalow to a 2-storey home.

## 7. CHECKLIST OF MATERIALS SUBMITTED Check all that apply:

Required:

- ☒ Photographs (showing the current condition and context of existing buildings, structures, and heritage attributes that are affected by the application)
- ☒ Site plan/ Sketch (showing buildings on the property and location of proposed work(s))
- ☒ Architectural drawings of proposed work(s) (e.g. existing and proposed elevations, floor plans, roof plans, etc., as determined by Heritage Planning staff)
- ☒ Specifications of proposed work(s) (e.g. construction specification details)



Potentially required (to be determined by Heritage Planning staff):

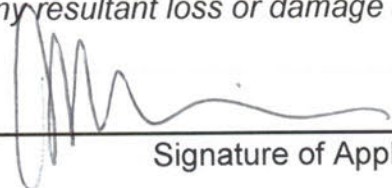
- ☐ Registered survey
- ☐ Material samples, brochures, product data sheets etc.
- ☐ Cultural Heritage Evaluation Report
- ☐ Heritage Impact Assessment (HIA)
- ☐ Heritage Conservation Plan
- ☐ Building Condition Assessment

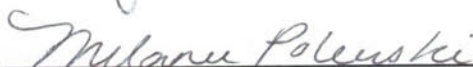
## 8. NOTES FOR DECLARATION

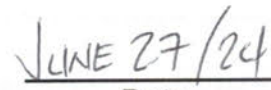
*The applicant hereby declares that the statements made herein and information provided are, to the best of their belief and knowledge, a true and complete representation of the purpose and intent of this application.*

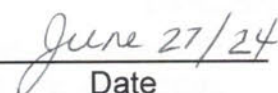
*The applicant agrees that the proposed work shall be done in accordance with this application, including attachments, and understands that the issuance of the Heritage Alteration Permit under the Ontario Heritage Act shall not be a waiver of any of the provisions of any By-Law of the Corporation of the City of Windsor, or the requirements of the Building Code Act, RSO 1980, c51.*

*The applicant acknowledges that in the event a permit is issued, any departure from the conditions imposed by the Council of the Corporation of the City of Windsor, or plans and specifications approved is prohibited and could result in the permit being revoked. The applicant further agrees that if the Heritage Alteration Permit is revoked for any cause of irregularity, in the relation to non-conformance with the said agreements, By-Laws, acts or regulations that, in consideration of the issuance of the permit, all claims against the City for any resultant loss or damage are hereby expressly waived.*

  
\_\_\_\_\_  
Signature of Applicant(s)

  
\_\_\_\_\_  
Signature of Applicant(s)

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

## SCHEDULE A

**A. Authorization of Registered Owner for Agent to Make the Application**

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the applicant is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_, am the registered owner of the land that is

*name of registered owner*

subject of this application for a Heritage Alteration Permit and I authorize

\_\_\_\_\_ to make this application on my behalf.  
name of agent

Signature of Registered Owner

Date \_\_\_\_\_

If Corporation – I have authority to bind the corporation.

**B. Consent to Enter Upon the Subject Lands and Premises**

WE #, <sup>MELANIE +</sup>ROBERT POLEWSKI, hereby authorize the members of the Windsor Heritage Committee and City Council and staff of the Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 3 of the application form for the purpose of evaluating the merits of this application and subsequently to conduct any inspections on the subject lands that may be required as condition of approval. This is their authority for doing so.

  
Signature of Registered Owner

JUNE 27/24  
Date

If Corporation – I have authority to bind the corporation.

### C. Acknowledgement of Applicant

I understand that receipt of this application by the City of Windsor Planning Department does not guarantee it to be a complete application. Further review of the application will occur and I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further understand that pursuant to the provisions of the *Ontario Heritage Act* and the *Municipal Freedom of Information and Protection of Privacy Act*, this application and all material and information provided with this application are made available to the public.

Signature of Applicant Melanie Polush

JUNE 27/24  
Date



**From:** [Robert Polewski](#)  
**To:** [Tang, Tracy \(She/Her\)](#)  
**Cc:** [brad@felixculpaarchitecture.com](mailto:brad@felixculpaarchitecture.com); [Tang, Kristina](#); [Melanie Meloche](#)  
**Subject:** Re: 232 Thompson Blvd - Addition and Renovation  
**Date:** Friday, June 28, 2024 2:42:34 PM  
**Attachments:** [image001.jpg](#)  
[LRO 12 - Parcel Register \(Inactive PIN 01085-0265\) - OrderID 6095031.pdf](#)  
[LRO 12 - Parcel Register \(PIN 01085-0273\) - OrderID 6095066.pdf](#)  
[FIM Windsor 1953 Volume 3 Sheet 302.pdf](#)  
[FIM Walkerville 1924 Sheet 40 - Western Archives.pdf](#)  
[FIM Windsor 1953 Volume 3 Sheet 300A.pdf](#)  
[FIM Windsor 1937 Volume 2 Sheet 240.pdf](#)  
[FIM Windsor 1937 Volume 2 Sheet 200 - optimized.pdf](#)  
[IMG\\_1719.jpg](#)  
[IMG\\_1721.jpg](#)  
[IMG\\_1722.jpg](#)  
[Heritage Permit Application - 232 Thompson Blvd..pdf](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Tracy,

Please see attached heritage permit application form and current photos as requested.

Please also note the following in response to your email:

- Historic ownership/residential occupants information since: [Attached](#)
  - Five years before the construction date on the Register (1929) [\(the records only went back so far...\)](#)
- Fire Insurance Map images of the property [Attached](#).
- Major news events occurring at the property [Extensive research yielded no significant news events or articles pertaining to this property.](#)
- For partial demolitions, the final appearance of the property where the remaining buildings and structures attached to demolished parts (which were provided through Building Permit drawings) [Included within the drawing package we submitted with our building permit application.](#)

Furthermore, based on my education in Architecture and background in the construction industry, I personally do not feel that our current home represents a significant or unique example of arts & crafts architectural style that warrants heritage designation. The current home has also been modified over the years by previous owners and now has many non-original finishes & elements. We hope that the committee will agree that the proposed design we have provided for our home renovation is a thoughtful, modern take on the style of homes currently in this area which, being constructed of high quality materials & finishes, will compliment and fit nicely into the fabric of the Olde Riverside neighbourhood.

Thank you for your assistance with this matter and let us know if you need anything else.

Robert & Melanie Polewski

On Tue, Jun 25, 2024 at 4:55 PM Tang, Tracy (She/Her) <[TTang@citywindsor.ca](mailto:TTang@citywindsor.ca)> wrote:

| Good afternoon Brad and Robert,

# Addition on Thompson

## 232 Thompson Ave.

## Windsor, ON

OWNER  
**Robert and Melanie Polewski**  
rob@rtpconstructioninc.com

ARCHITECT  
**FELIX CULPA ARCHITECTURE**  
2142 MOY AVE.  
WINDSOR, ON  
519.890.5773  
brad@felixculpaarchitecure.com

NOTES:

SMOKE AND CARBON MONOXIDE DETECTORS TO BE HARDWIRED AND EQUIPPED WITH BATTERY BACK-UP AND PROVIDE AUDIBLE AND VISUAL SIGNALS.

FLOOR JOISTS TO BE SIZED FOR MAX. DEFLECTION OF L/480

PRE-ENG. BEAMS SIZED FOR MAX. DEFLECTION OF L/800.

PROVIDE MIN. 20"x28" ATTIC ACCESS HATCH WITH MIN. R-20 RIGID INSUL. & WEATHERSTRIP.

SUBMIT ROOF TRUSS, FLOOR JOIST AND ENGINEERED BEAM DRAWINGS PRIOR TO FRAMING INSPECTION.

ALL INTERIOR WALLS ARE NOMINAL 4" UNLESS OTHERWISE NOTED.

FLOORING SELECTED BY OWNER AND COORDINATED BY THE GENERAL CONTRACTOR. FLOORING TO INCORPORATE SCHULTER DITRA-HEAT INFLOOR HEATING SYSTEM

CONTRACTOR TO PROVIDE PROTECTIVE MEASURES DURING CONSTRUCTION TO ENSURE THAT FROST DOES NOT PENETRATE BELOW FOOTINGS. MEASURES INCLUDE THICK STRAW BEDS, TARPING AND TEMPORARY HEAT AT ANY AREAS OF EXCAVATION BELOW GRADE.

NOTE TO CONTRACTORS AND OWNER:

ALL CONTRACTORS SHALL VERIFY AND COORDINATE ALL DIMENSIONS ON DRAWINGS, AS WELL AS REVIEW AND COORDINATE PLANS WITH EXTERIOR BUILDING ELEVATIONS, SECTIONS, AND DETAILS BEFORE COMMENCING WITH THE WORK. IF DIMENSIONAL ERRORS OR CONFLICTS OCCUR BETWEEN PLANS, BUILDING ELEVATIONS, SECTIONS, AND DETAILS, IT SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH THE WORK. CONTRACTORS WHO FAIL TO VERIFY, REVIEW, AND COORDINATE THE WORK AND CONTRACTORS WHO SCALE

INDEX OF DRAWINGS		
	NO.	SHEET TITLE
ARCHITECTURAL		
	A000.2	TYPES/TABLE LEGENDS
	A400.02	SECOND FLOOR FRAMING PLANS
	A600	ELECTRICAL PLANS
	A700.02	DOOR SCHEDULE
GENERAL		
	A000.1	TITLE SHEET
ARCHITECTURAL		
	A100	ARCHITECTURAL SITE PLAN
	A200.01	FOUNDATION PLAN
	A200.02	EXISTING FLOOR PLAN
	A200.03	FIRST FLOOR PLAN
	A200.04	SECOND FLOOR PLAN
	A300.01	ELEVATIONS
	A300.02	ELEVATIONS
	A400.01	FIRST FLOOR FRAMING PLANS
	A400.03	ROOF FRAMING
	A500.01	SECTIONS
	A500.02	SECTIONS
	A700.01	WINDOW SCHEDULE
	A700.03	FINISHES AND MILL WORK
	A800	GENERAL NOTES
ARCHITECTURAL		
	A100.01	INTERIOR RENDERINGS

GENERAL NOTES:

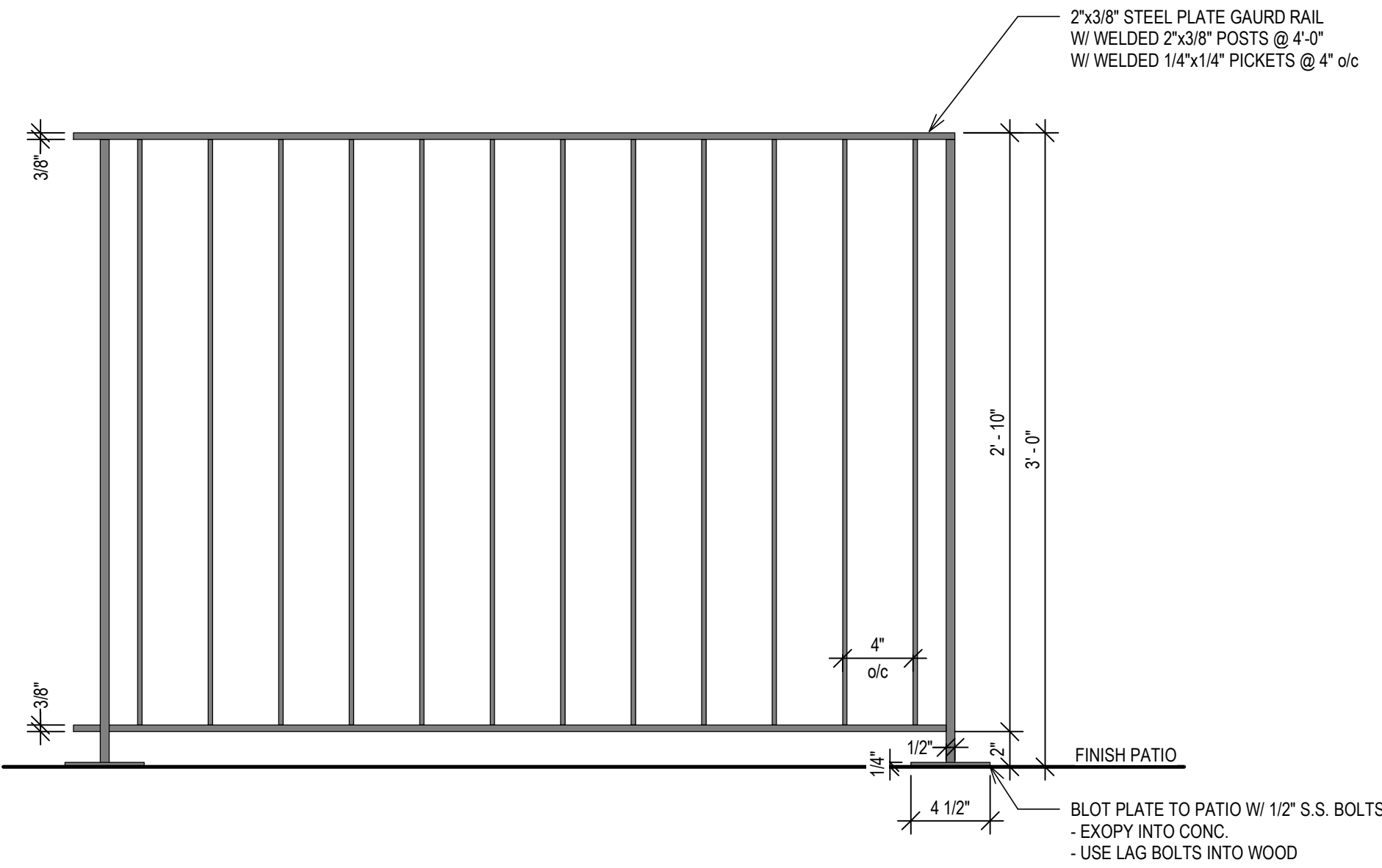
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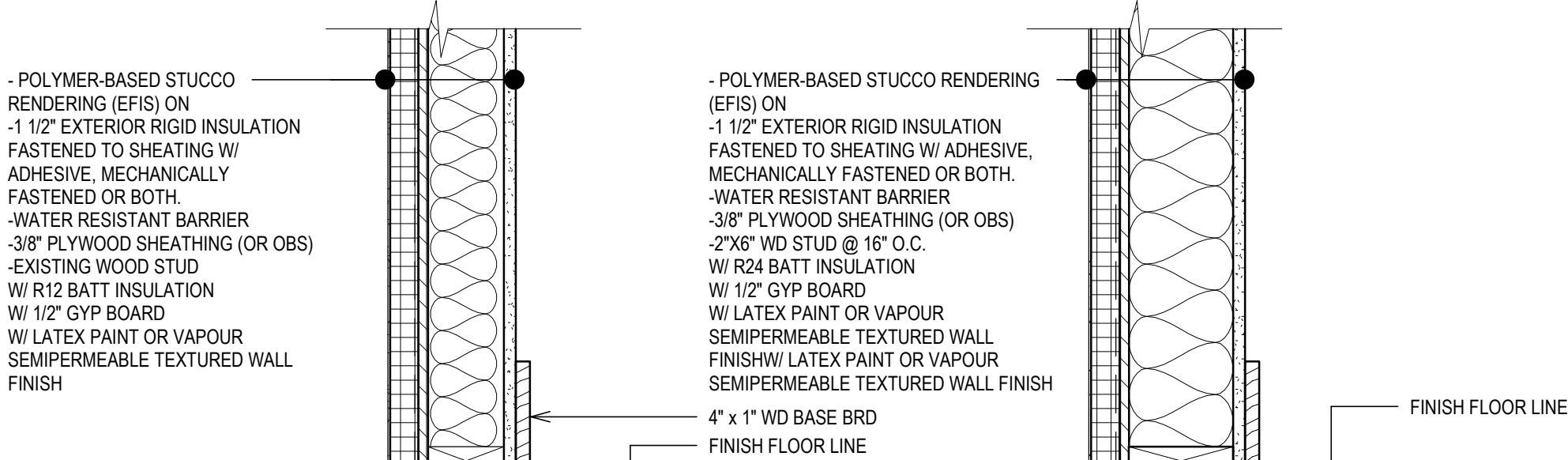
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**B SMITH** ☐ Construction  
Checked ☐ Record  
**B SMITH**  
Approved **B SMITH** Do not scale  
Use figured dimensions only  
Bidpak Number **1**  
Job Number

Title  
**TITLE SHEET**

Sheet  
**A000.1**

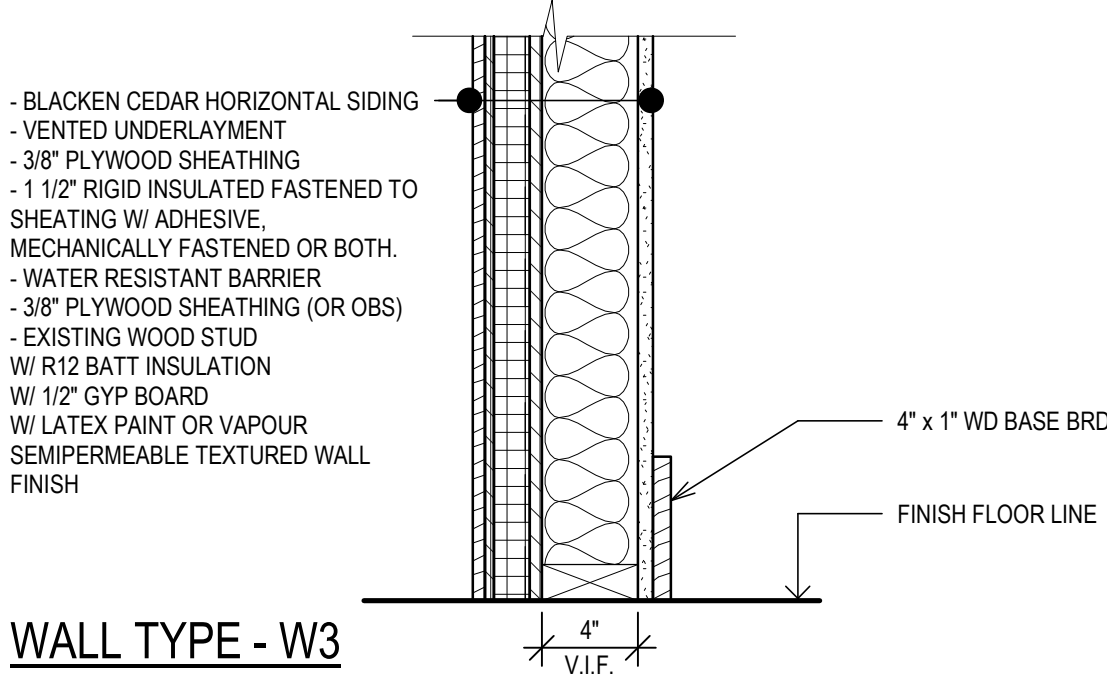


**GAURD RAIL**  
SCALE 1 1/2" = 1'-0"

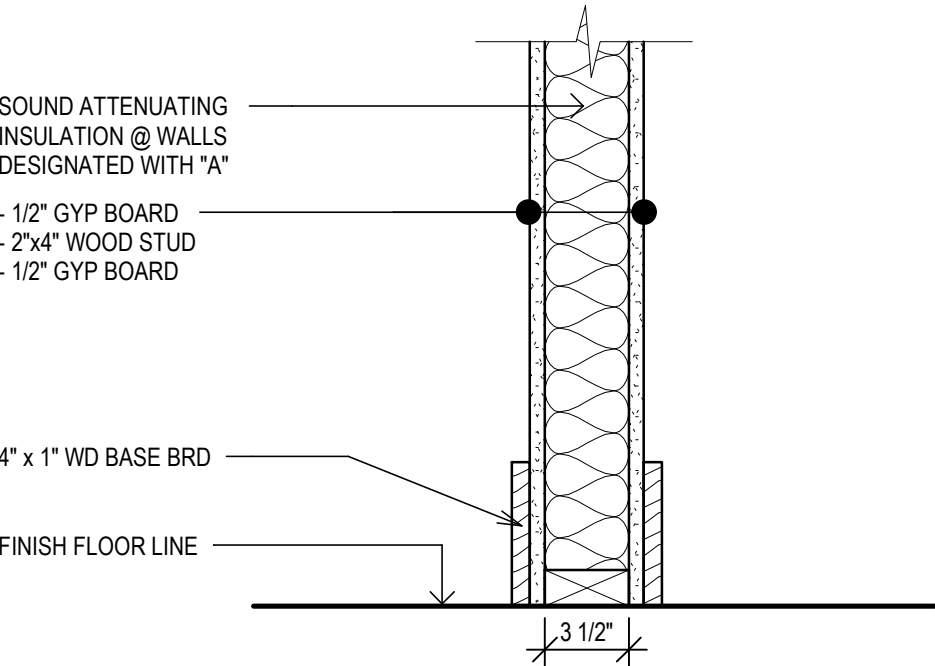


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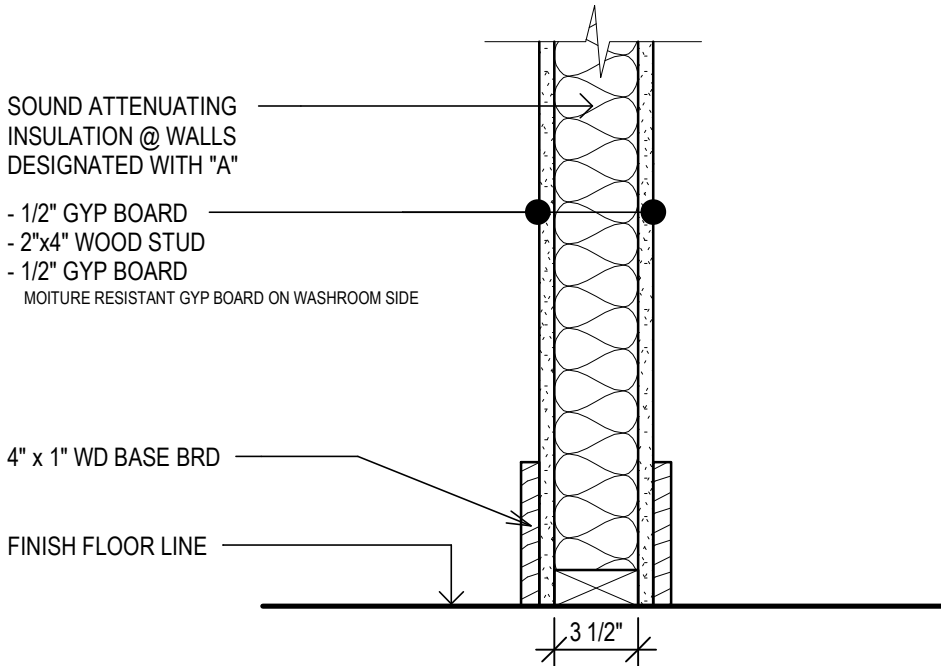
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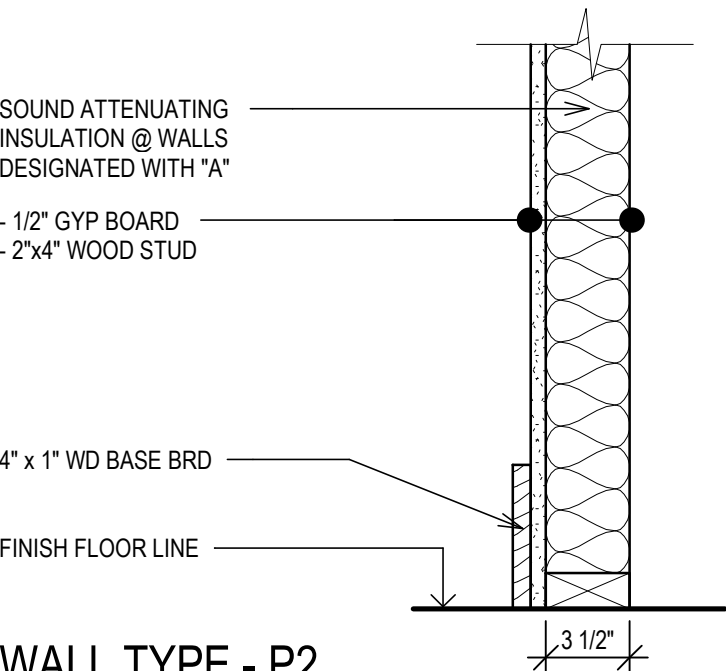
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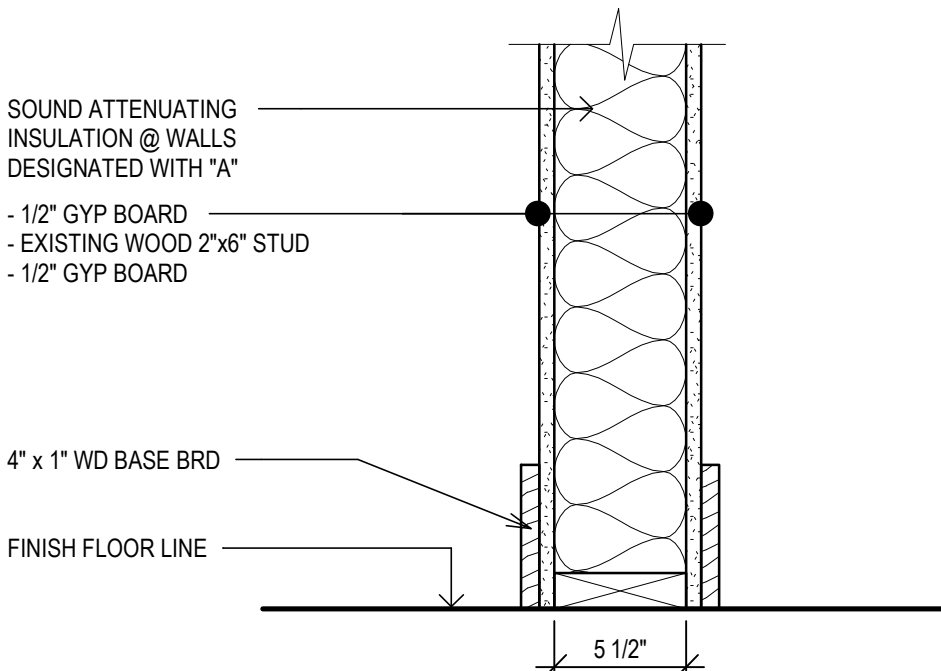
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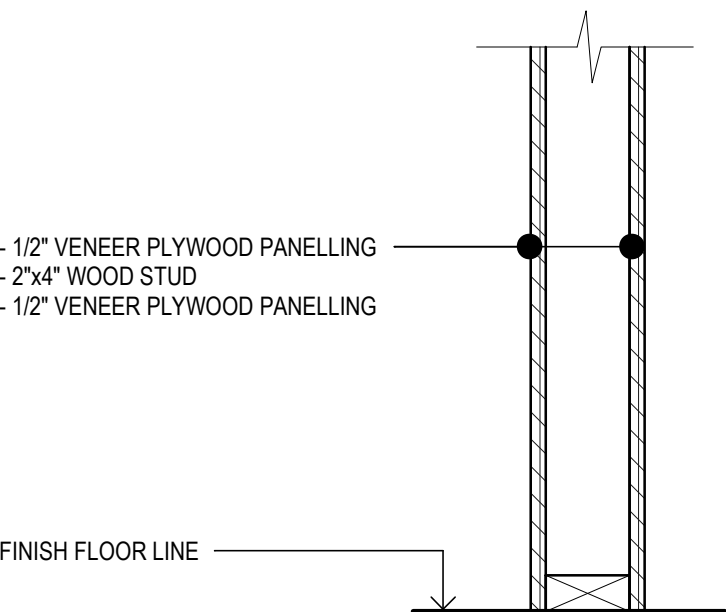
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**WALL TYPE - P2**



**WALL TYPE P3**



**WALL TYPE - P4**

P2.6 - 6" WD STUD WALL

- GENERAL NOTES:
1. THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO ANY CONSTRUCTION. THESE DRAWINGS ARE NOT TO BE SCALED.
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  - 7.

Revisions



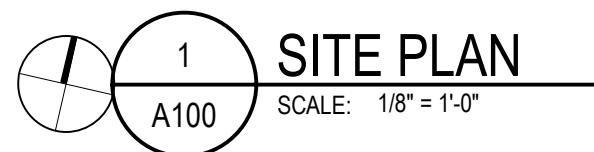
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Author	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
Checker	
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	

Job Number

Title  
**TYPES/TABLE/LEGENDS**

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Revisions



NOTE:  
ARCHITECTURAL SITE PLAN FOR REFERENCE  
ONLY REFER TO SURVAY BY OTHERS FOR ALL  
CIVIL ENGINEERING INFORMATION

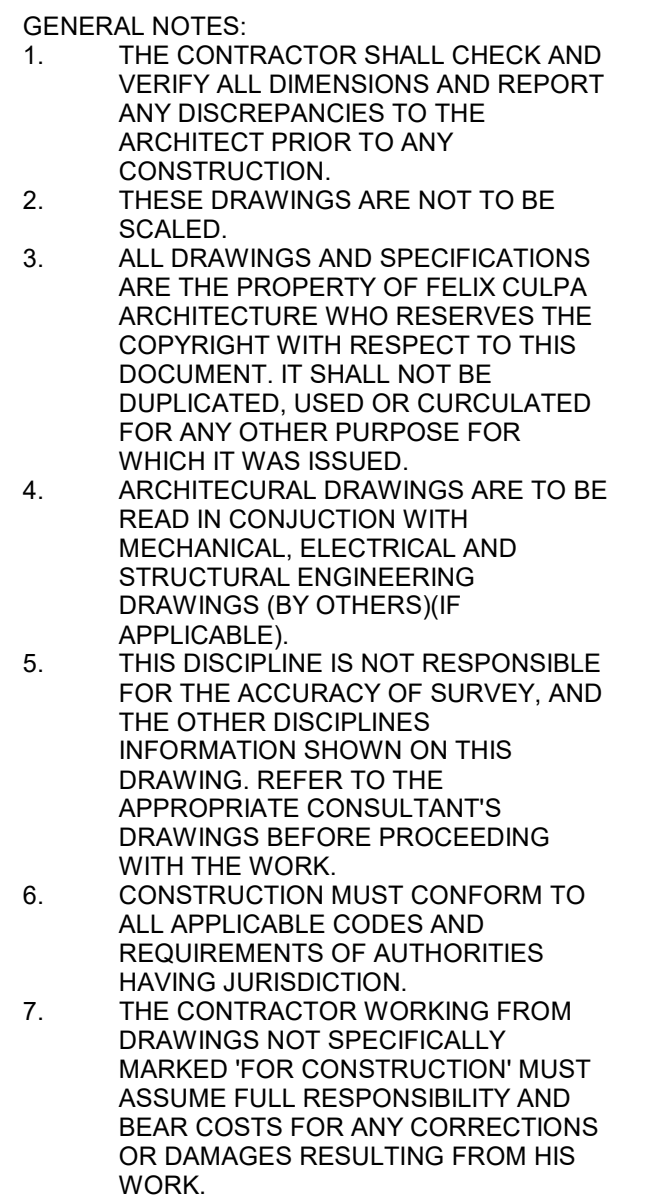
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R1.2	-		-		10,575 FT²		75'-0"		141'-0"		
DESCTIO N	EXISTIN G	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTIN G	PROPOSED	ALLOWED	
LOT COVERAGE	2,500 FT²	0 FT²	2,500 FT²	24%	-----	45%	FRONT YARD	13'-7"	10'-6"	19'-8"	
GROSS FLOOR AREA	1,334 FT²	1,334 FT²	2,668 FT²	---	-----	---	REAR YARD	74'-1"		24'-8"	
LANDSCAPE AREA	-----	-----	-----	---	-----	---	SIDE YARD	2'-9"		4'-0"	
NO. OF STORIES HT.	1 STOREY 18'-5"	2 STOREY 29'-6"	2 STOREY 29'-6"		MAX HEIGHT 35'-0"		SIDE YARD	39'-7"		4'-0"	

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B SMITH	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
B SMITH	
Approved	Do not scale
B SMITH	Use figured dimensions only
Bidpak Number	
1	
Job Number	

Title  
**ARCHITECTURAL SITE PLAN**

Sheet  
**A100**





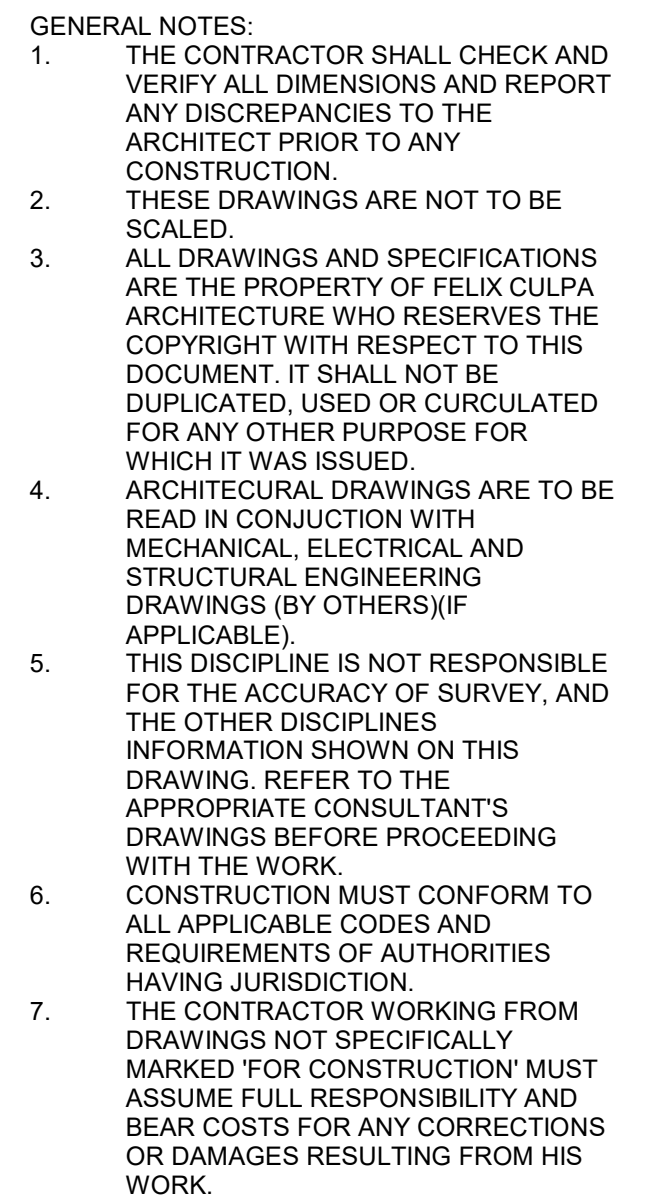
ONTARIO ASSOCIATION  
OF  
ARCHITECTS  
BRADLEY J R SMITH  
LICENCE  
8503



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<b>Author</b>	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
<b>Checker</b>	
Approved	<b>Do not scale</b> Use figure dimensions only
<b>Approver</b>	
Bidpak Number	

Sheet  
**A200.01**





ONTARIO ASSOCIATION  
 OF  
 ARCHITECTS  
 BRADLEY J R SMITH  
 LICENCE  
 8503

Drawn	<input type="checkbox"/> Preliminary
<b>Author</b>	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
<b>Checker</b>	
Approved	<b>Do not scale</b> Use figured dimensions only
<b>Approver</b>	
Bidpack Number	

Sheet  
**A200.02**

- DESIGN NOTES:
- ALL MILLWORK DESIGNED BY OTHERS AND COORDINATED BY CONTRACTOR
  - ALL PLUMBING/ELECTRICAL FIXTURES ARE BY OWNER AND TO BE COORDINATED BY CONTRACTOR
  - ALL FINISH MATERIAL BY OWNER AND TO BE COORDINATED BY CONTRACTOR
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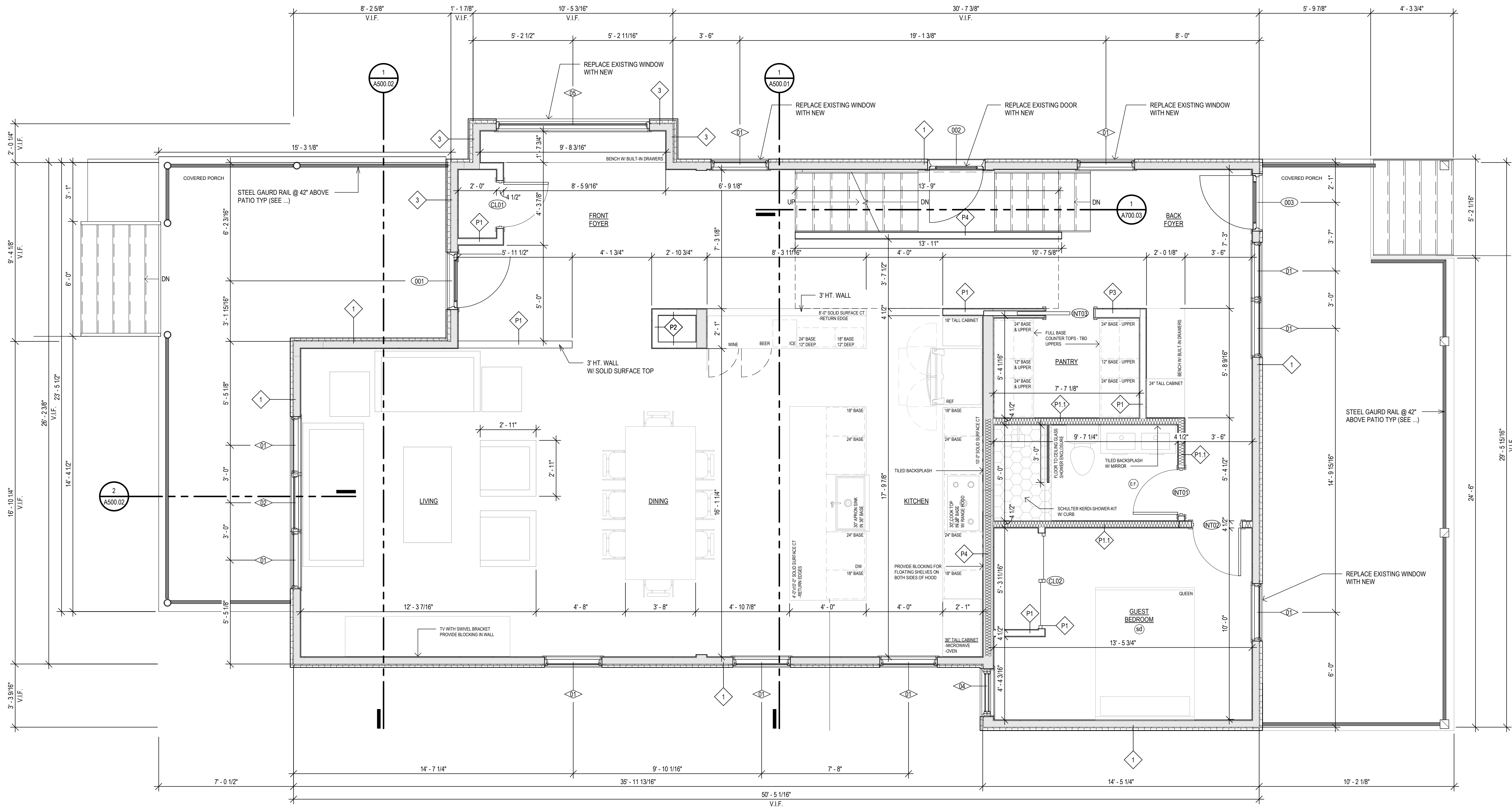
Revisions



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Checked	<input type="checkbox"/> Record
<b>B SMITH</b>	
Approved	Do not scale
<b>B SMITH</b>	Use figured dimensions only
Block Number	
<b>1</b>	
Job Number	

Title  
**FIRST FLOOR PLAN**

Sheet  
**A200.03**



1 FIRST FLOOR PLAN  
A200.03 SCALE: 3/8" = 1'-0"

- DESIGN NOTES:
- ALL MILLWORK DESIGNED BY OTHERS AND COORDINATED BY CONTRACTOR
  - ALL PLUMBING/ELECTRICAL FIXTURES ARE BY OWNER AND TO BE COORDINATED BY CONTRACTOR
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Revisions

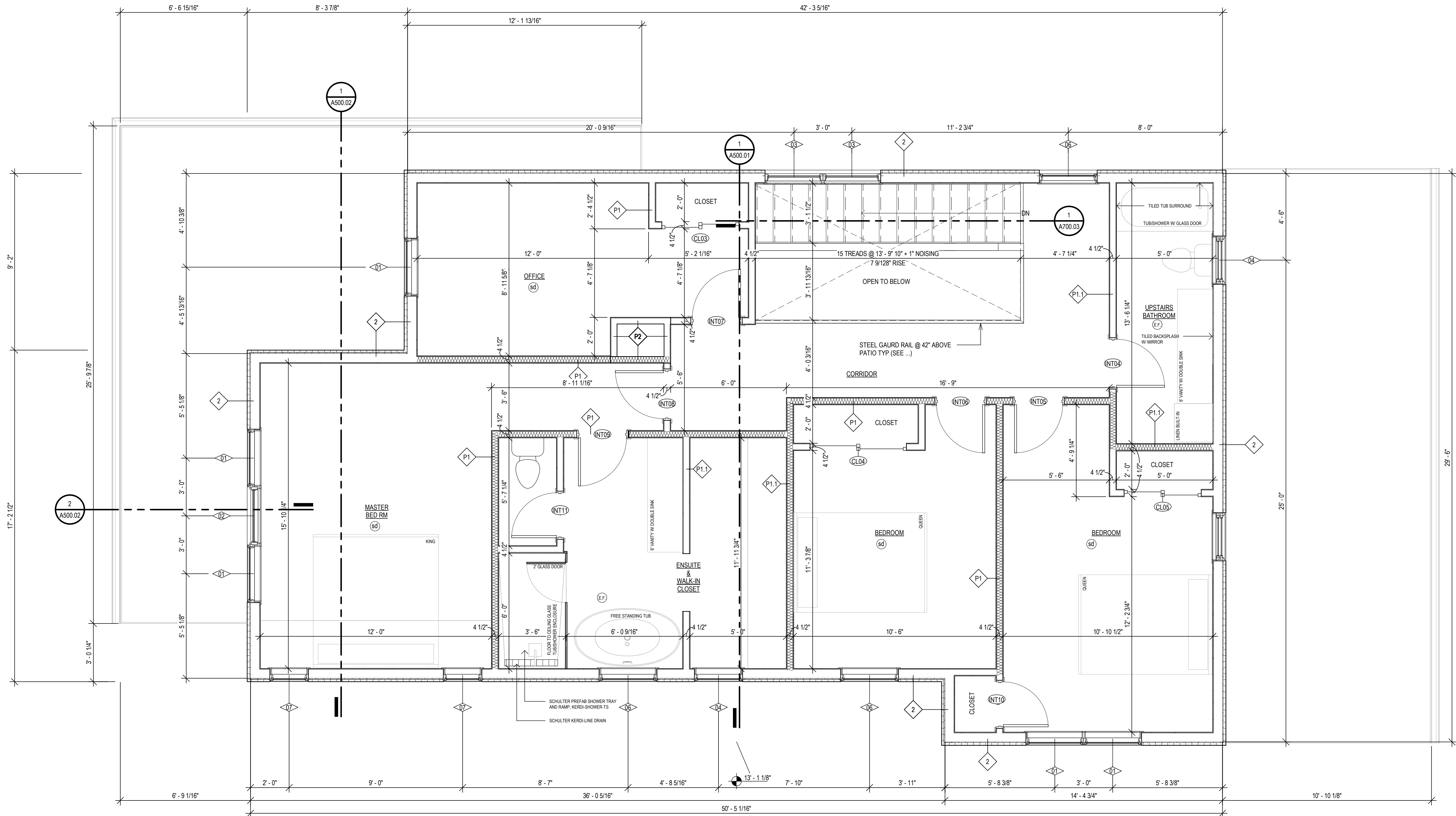


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Author \_\_\_\_\_ ☐ Construction  
Checked \_\_\_\_\_ ☐ Record  
Checker \_\_\_\_\_  
Approved \_\_\_\_\_ Do not scale  
Approver \_\_\_\_\_ Use figured  
Bidpak Number \_\_\_\_\_ dimensions only

Job Number

Title  
**SECOND FLOOR PLAN**

Sheet  
**A200.04**



1  
A200.04 05-SECOND FLOOR PLAN

SCALE: 3/8" = 1'-0"



2 SOUTH ELEVATION  
SCALE: 1/4" = 1'-0"



1 NORTH ELEVATION  
SCALE: 1/4" = 1'-0"

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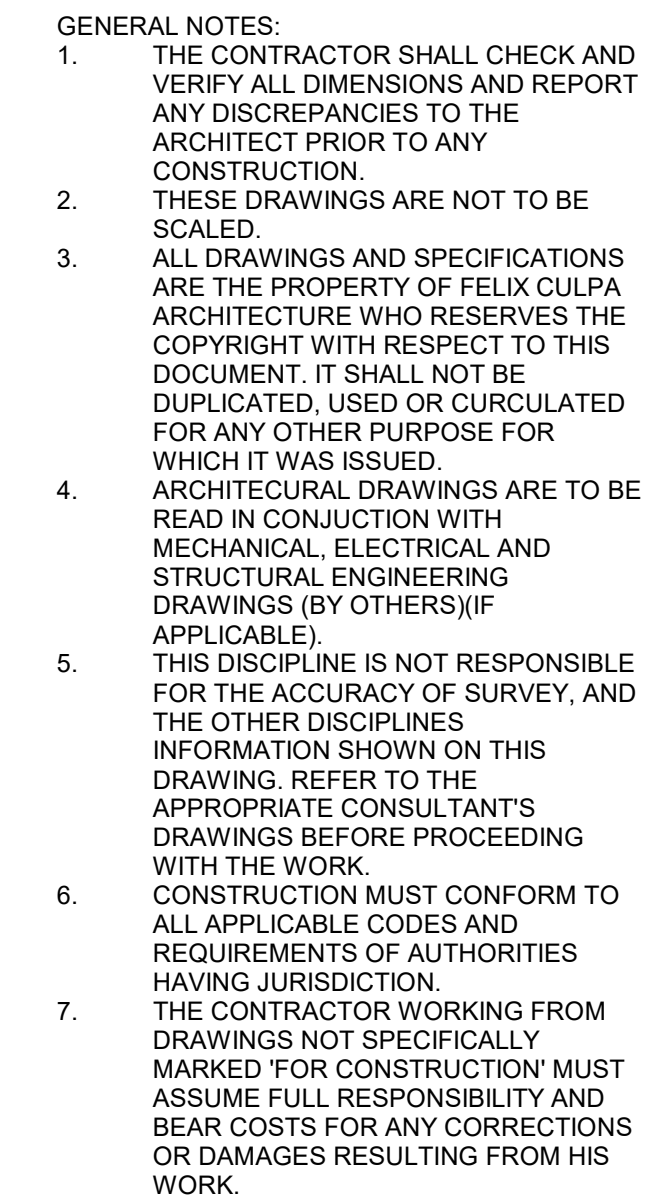
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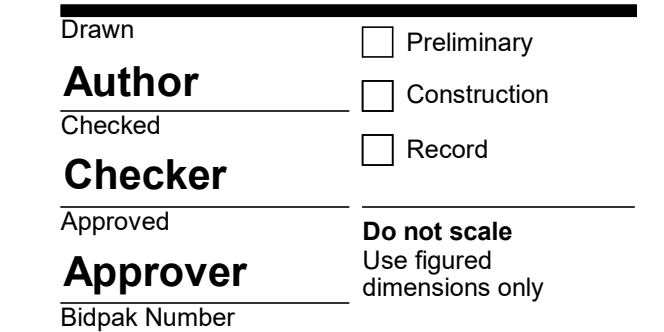
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Checked	□ Construction
Record	□ Record
Approved	Do not scale
B SMITH	Use figured dimensions only
Bidpak Number	
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Job Number	

Title  
ELEVATIONS

Sheet  
A300.01



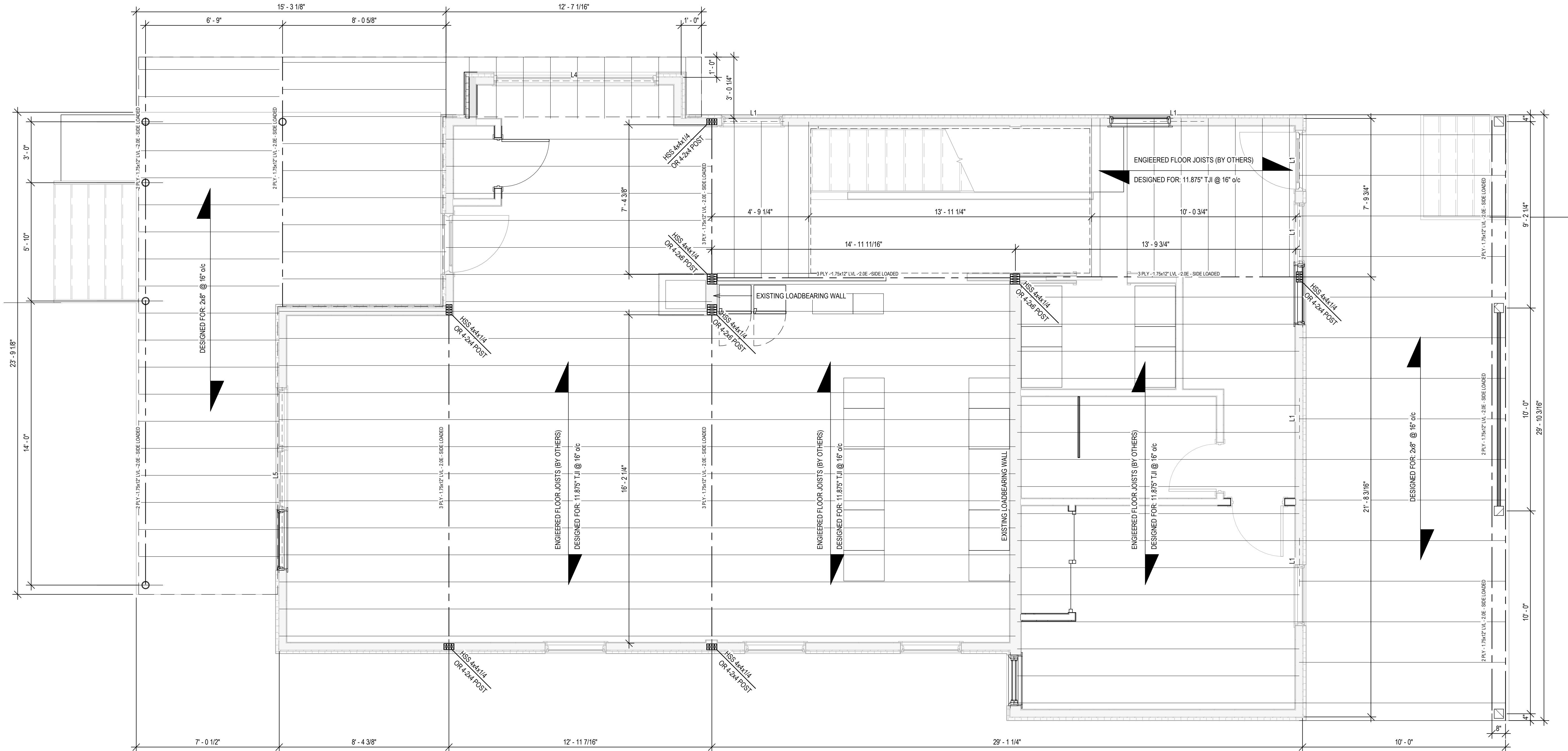
ONTARIO ASSOCIATION  
OF  
ARCHITECTS  
*Brad Smith*  
BRADLEY J R SMITH  
LICENCE  
6503



Title  
**ELEVATIONS**

Sheet  
**A300.02**





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Revisions



1 SECOND FLOOR FRAMING PLAN

SCALE: 3/8" = 1'-0"

NOTE:  
- SUB FLOORS - T&G PLYWD GLUED & NAIL  
- ALL TRUSSES TO HAVE CONTINUOUS BRIDGING  
- ROOF TRUSSES TO HAVE CONTINUOUS FACIA BOARD (2"x8" OR MATCH TRUSS SIZE)  
- FLOOR TRUSSES TO HAVE CONTINUOUS TIMBERSTRAND RIM BOARDS TO MATCH TRUSS SIZE

WOOD LINTEL SCHEDULE		
MAX. SPAN FOR LINTELS SUPPORTING 1 STOREY + ROOF & CLEAR		
CLEAR SPAN	LINTEL SIZE	
UP TO 3'-10"	2 - 2"x6"	(L-1)
UP TO 5'-9"	2 - 2"x8"	(L-2)
UP TO 6'-11"	3 - 2"x8"	(L-3)
UP TO 8'-6"	3 - 2"x10"	(L-4)
UP TO 9'-10"	3 - 2"x12"	(L-5)
NOTE: THIS SCHEDULE APPLIES UNLESS NOTED OTHERWISE ON THE DRAWING		

Drawn ☐ Preliminary  
Author ☐ Construction  
Checked ☐ Record  
Checker  
Approved  
Approver  
Bidpak Number

Do not scale  
Use figured  
dimensions only

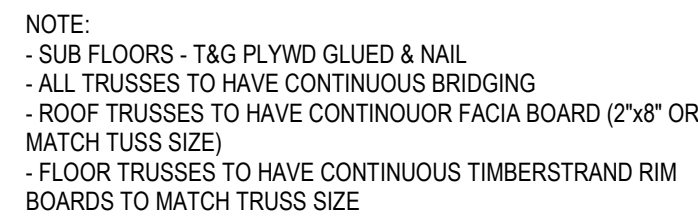
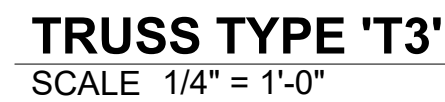
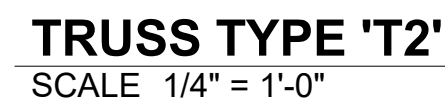
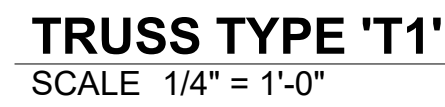
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Title

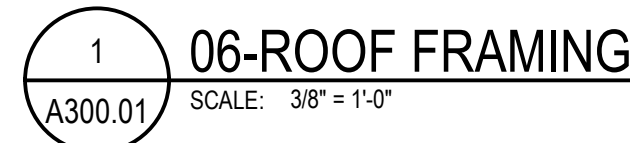
SECOND FLOOR  
FRAMING PLANS

Sheet

A400.02



WOOD LINTEL SCHEDULE	
MAX. SPAN FOR LINTELS SUPPORTING 1 STOREY + ROOF & CLEAR	
CLEAR SPAN	LINTEL SIZE
UP TO 3'-10"	2 - 2"x6" (L-1)
UP TO 5'-9"	2 - 2"x8" (L-2)
UP TO 6'-11"	3 - 2"x8" (L-3)
UP TO 8'-6"	3 - 2"x10" (L-4)
UP TO 9'-10"	3 - 2"x12" (L-5)
NOTE: THIS SCHEDULE APPLIES UNLESS NOTED OTHERWISE ON THE	



- GENERAL NOTES:
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## Revisions



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<b>Author</b>	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
<b>Checker</b>	
Approved	<b>Do not scale</b>
<b>Approver</b>	Use figured dimensions only
Bidpak Number	
Job Number	

# Title

## ROOF FRAMING

Sheet  
**A400.03**

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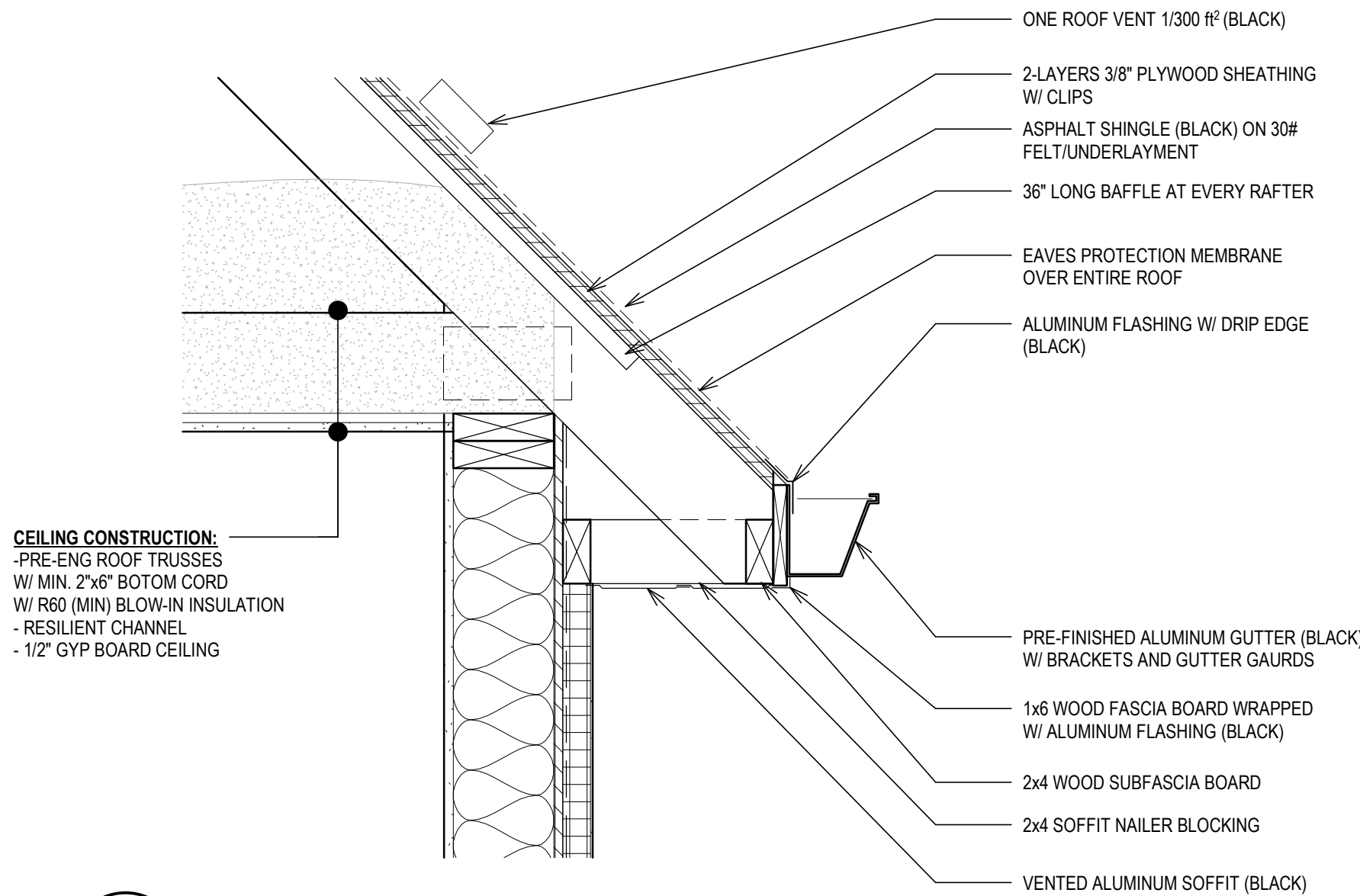
Revisions



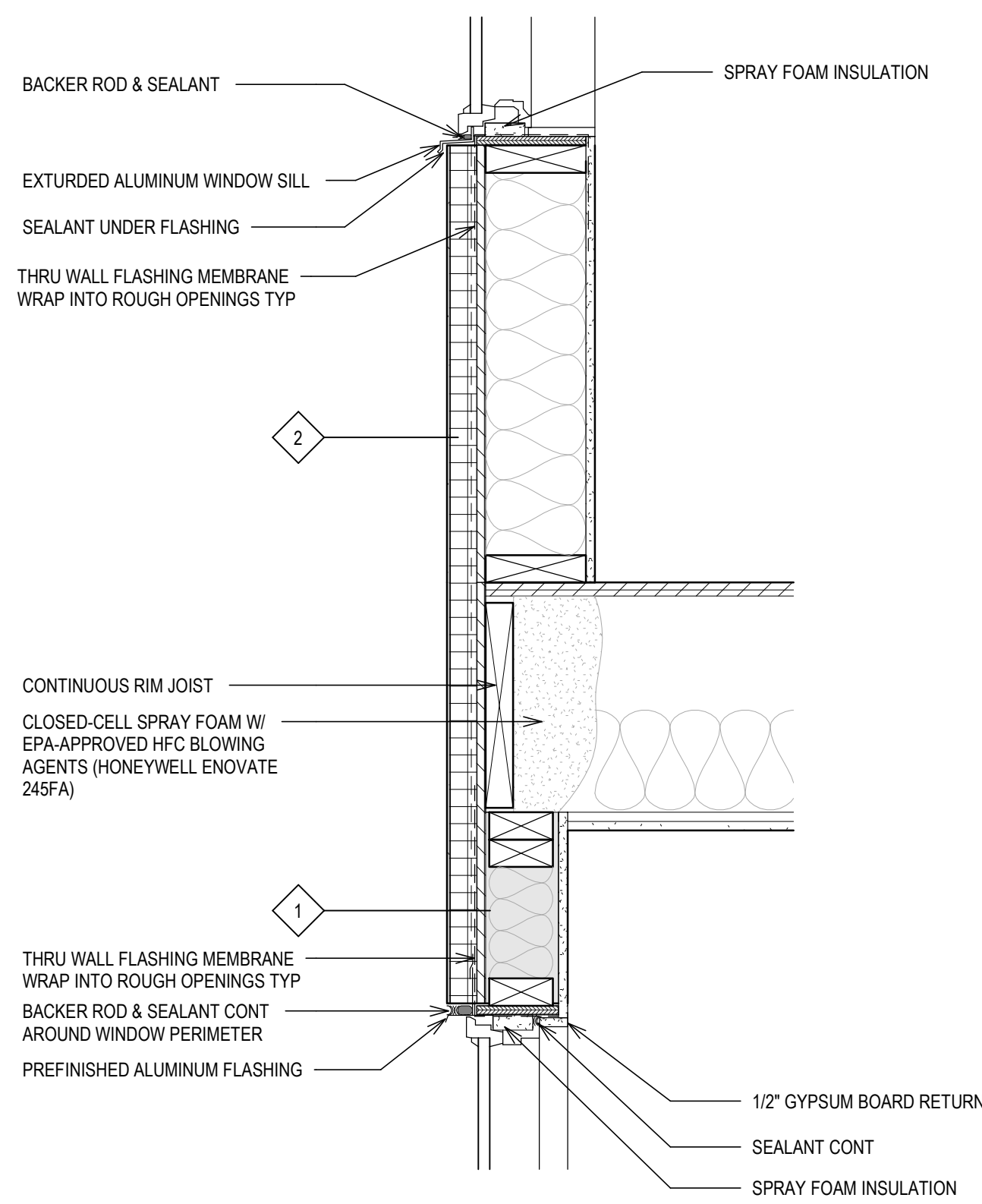
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Do not scale  
Use figured  
dimensions only  
Bidpak Number  
**1**  
Job Number

Title  
**SECTIONS**

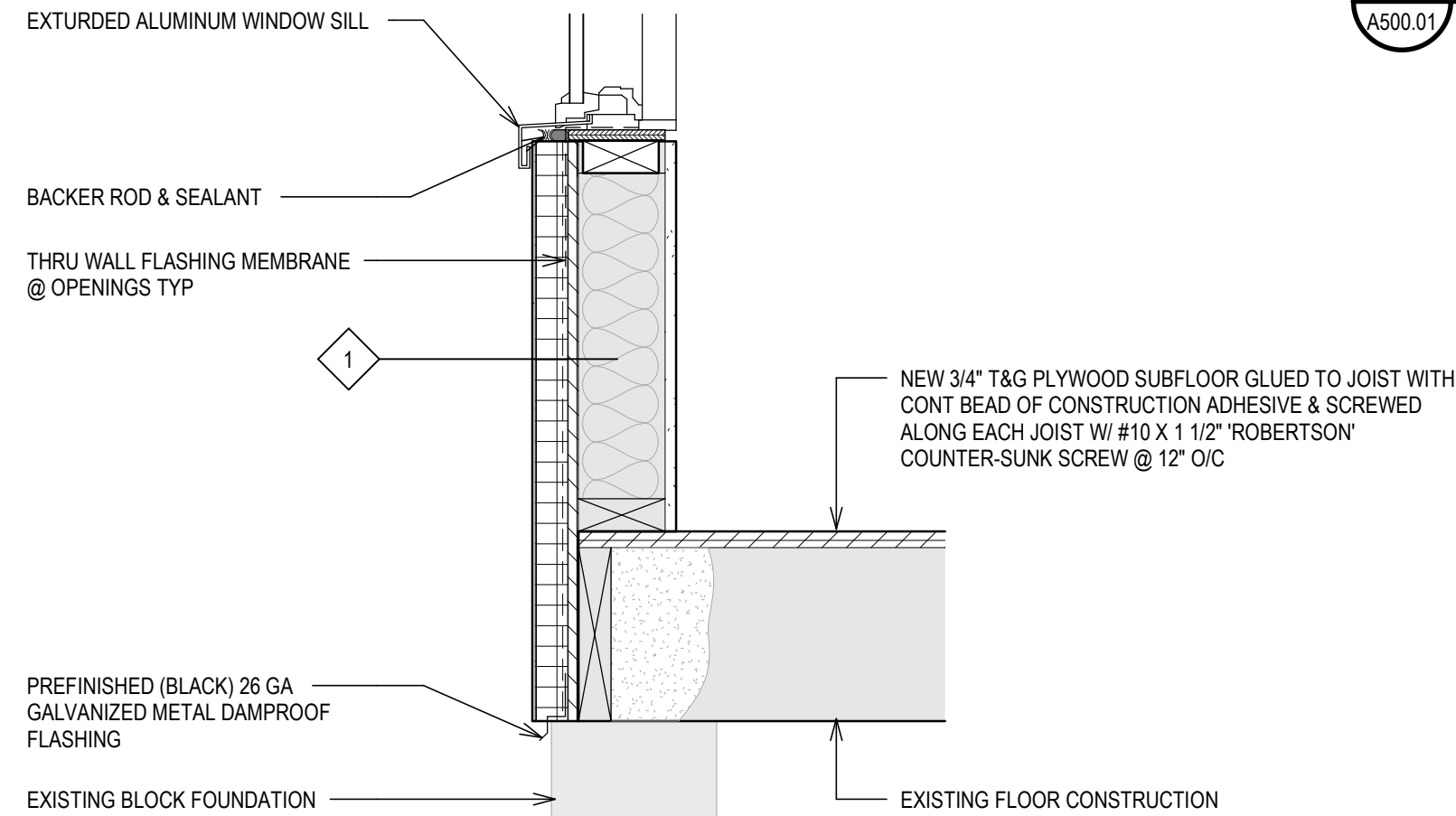
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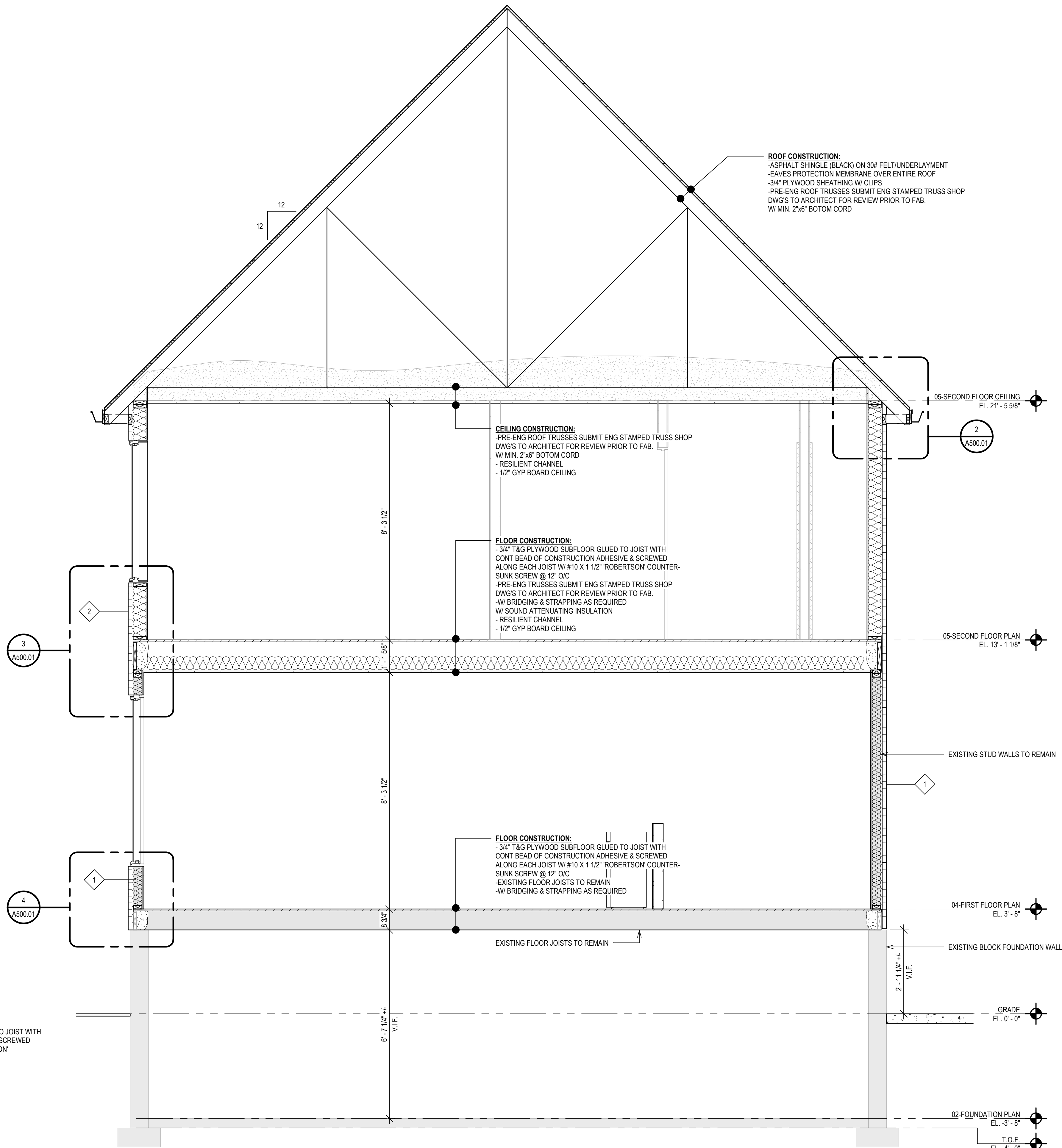
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**3** DETAIL  
A500.01 SCALE: 1 1/2\"/>



**4** DETAIL  
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**1** SECTION  
A200.03 SCALE: 1/2\"/>





Schedule-Window									
Type	Type Mark	Sill Height	Height	Width	Wall Thickness	Interior Material	Exterior Trim Finish	Description	Keynote
04-FIRST FLOOR PLAN									
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	02	1'-6"	6'-0"	3'-0"	0'-6 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
30" x 60"	04	2'-3"	5'-0"	2'-6"	0'-8 5/8"	Wood - Pine	Fibrex Composite - Black	Aluminum-clad wood double hung window	
96" x 54"	05	2'-0"	4'-6"	8'-0"	0'-7 5/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
05-SECOND FLOOR PLAN									
36" x 72"	01	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	01	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 72"	02	2'-0"	6'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	PICTURE
36" x 60"	03	2'-0"	5'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	
36" x 60"	03	2'-0"	5'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement/awning picture window	
30" x 60"	04	2'-0"	5'-0"	2'-6"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
30" x 60"	04	3'-0"	5'-0"	2'-6"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood double hung window	
30" x 60"	04	3'-0"	5'-0"	2'-6"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood double hung window	
36" x 60"	06	2'-0"	5'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 60"	06	2'-0"	5'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
36" x 60"	06	2'-0"	5'-0"	3'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
24" x 60"	07	2'-0"	5'-0"	2'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	
24" x 60"	07	2'-0"	5'-0"	2'-0"	0'-8 1/8"	Wood - Pine	Fibrex Composite - Black	Vinyl-clad wood casement window	

WINDOW TYPE - 06	
DIMENSIONS	WH 24" x 60"
SILL HEIGHT	2'-0"
GLAZED AREA	12.13 R²
QUANTITY	5
DESCRIPTION	DOUBLE GLAZED OPERABLE, CASEMENT
MATERIAL	VINYL
PANEL MATERIAL	LOW-E INSULATING GLASS, COATED WITH MICROSCOPIC SILVER LAYER (ENERGY STAR RATING)
OPERABILITY	HINGED AS PER FLOOR PLANS
SCREEN	OWNER TO DECIDE IF STORM DOOR IS REQUIRED
FINISH/COLOUR	BLACK EXTERIOR/INTERIOR

WINDOW TYPE - 04	
DIMENSIONS	WH 30" x 60"
SILL HEIGHT	1'-6" - 1ST 2'-0" - 2ND
GLAZED AREA	14.75 R²
QUANTITY	3
DESCRIPTION	DOUBLE GLAZED OPERABLE, DOUBLE HUNG
MATERIAL	VINYL
PANEL MATERIAL	LOW-E INSULATING GLASS, COATED WITH MICROSCOPIC SILVER LAYER (ENERGY STAR RATING)
OPERABILITY	NO
SCREEN	OWNER TO DECIDE IF STORM DOOR IS REQUIRED
FINISH/COLOUR	BLACK EXTERIOR/INTERIOR

WINDOW TYPE - 05	
DIMENSIONS	WH 36" x 72"
SILL HEIGHT	1'-6" - 1ST 2'-0" - 2ND
GLAZED AREA	14.75 R²
QUANTITY	2
DESCRIPTION	DOUBLE GLAZED, PICTURE
MATERIAL	VINYL
PANEL MATERIAL	LOW-E INSULATING GLASS, COATED WITH MICROSCOPIC SILVER LAYER (ENERGY STAR RATING)
OPERABILITY	NO
SCREEN	OWNER TO DECIDE IF STORM DOOR IS REQUIRED
FINISH/COLOUR	BLACK EXTERIOR/INTERIOR

WINDOW TYPE - 06	
DIMENSIONS	WH 36" x 60"
SILL HEIGHT	2'-0"
GLAZED AREA	12.13 R²
QUANTITY	5
DESCRIPTION	DOUBLE GLAZED OPERABLE, CASEMENT
MATERIAL	VINYL
PANEL MATERIAL	LOW-E INSULATING GLASS, COATED WITH MICROSCOPIC SILVER LAYER (ENERGY STAR RATING)
OPERABILITY	HINGED AS PER FLOOR PLANS
SCREEN	OWNER TO DECIDE IF STORM DOOR IS REQUIRED
FINISH/COLOUR	BLACK EXTERIOR/INTERIOR

General - Window Types

SCALE 1/2" = 1'-0"

:

- GENERAL NOTES:
- THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ARCHITECT PRIOR TO ANY CONSTRUCTION.
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  - THIS DISCIPLINE IS NOT RESPONSIBLE FOR THE ACCURACY OF SURVEY, AND THE OTHER DISCIPLINES INFORMATION SHOWN ON THIS DRAWING. REFER TO THE APPROPRIATE CONSULTANT'S DRAWINGS BEFORE PROCEEDING WITH THE WORK.
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  - THE CONTRACTOR WORKING FROM DRAWINGS NOT SPECIFICALLY MARKED 'FOR CONSTRUCTION' MUST ASSUME FULL RESPONSIBILITY AND BEAR COSTS FOR ANY CORRECTIONS OR DAMAGES RESULTING FROM HIS WORK.

Revisions



Drawn ☐ Preliminary

Author ☐ Construction

Checked ☐ Record

Checker

Approved

Approver Do not scale  
Use figured dimensions only

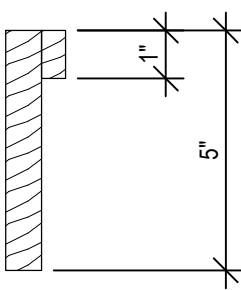
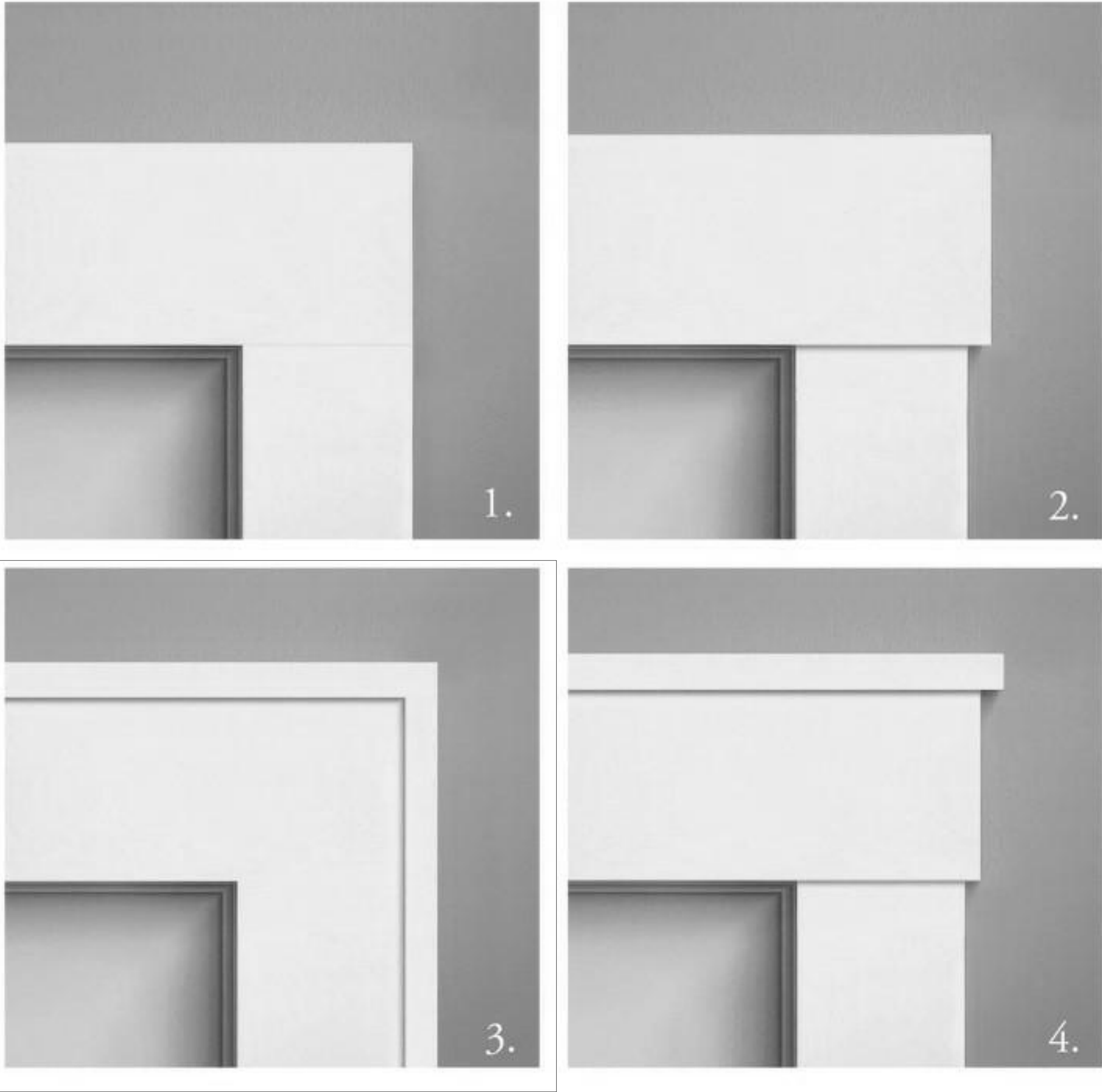
Bidpak Number

Job Number

Title  
WINDOW SCHEDULE



DOOR SCHEDULE												
DOOR #	DOOR SIZE	DOOR			FRAME			DETAILS			HDW. SET	REMARKS
		TYPE	MATERIAL	FINISH	TYPE	MATERIAL	FINISH	HEAD	JAMB	THRESHOLD		
GRADE												
002	3'-0" x 6'-8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
04-FIRST FLOOR PLAN												
001	3'-0" x 6'-8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
003	3'-0" x 6'-8"	ENTRY	FIBERGLASS	PREFINISHED	T1	WOOD	PAINTED	PYWOOD RETURN	PLYWOOD RETURN	MANUFACTURER	DEAD BOLT	
CL01	2'-4" x 6'-8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
CL02	5'-0" x 6'-8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT01	2'-4" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED			SOLID SURFACE	PRIVACY	
INT02	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT03	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
05-SECOND FLOOR PLAN												
CL03	4'-0" x 6'-8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
CL04	5'-0" x 6'-8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PULL	
CL05	4'-0" x 6'-8"	CLOSET	MASONITE	PAINTED	T1	WOOD	PAINTED				PULL	
INT04	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED			SOLID SURFACE	PRIVACY	
INT05	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT06	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT07	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT08	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PRIVACY	
INT09	2'-6" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT10	2'-4" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	
INT11	2'-4" x 6'-8"	INTERIOR	MASONITE	PAINTED	T1	WOOD	PAINTED				PASSAGE	

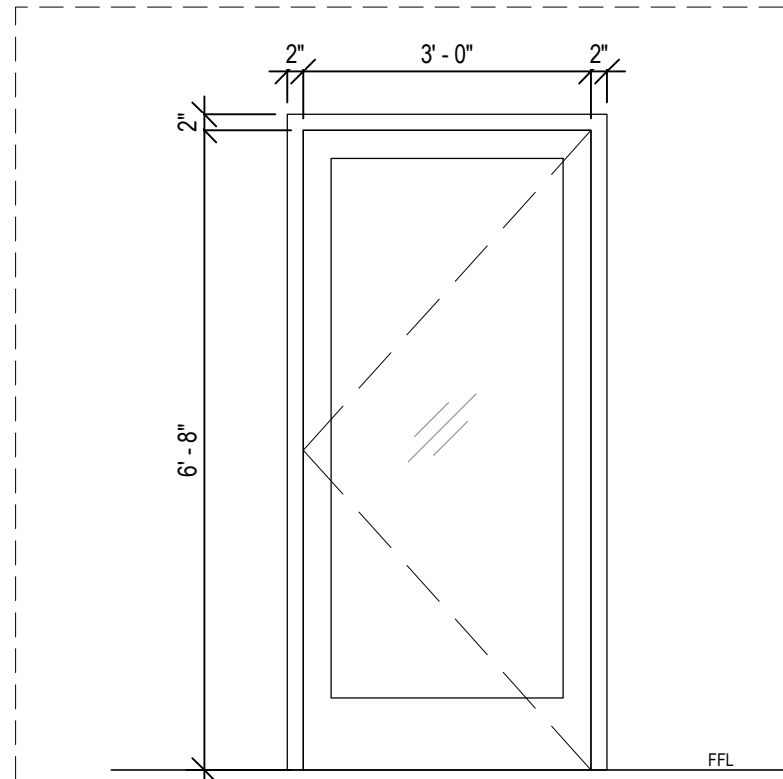


T1 - INTERIOR TRIM BOARD CASING  
SCALE 3" = 1'-0"

# TRIM BOARD CASING

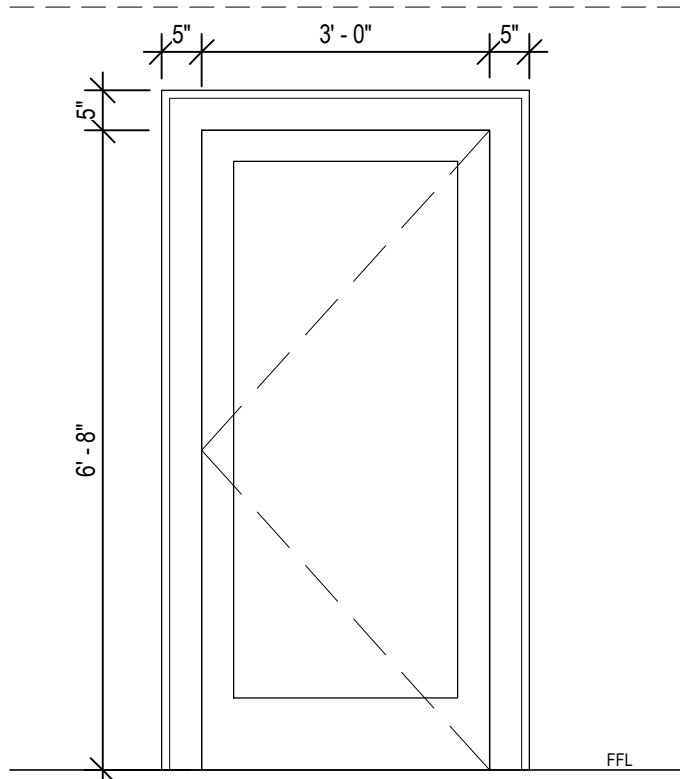
CASING OPTIONS WITH S4S TRIM BOARDS:

1. Miminalist S4S 2. S4S Bungalow 3. Picture Frame S4S 4. S4S Craftsman



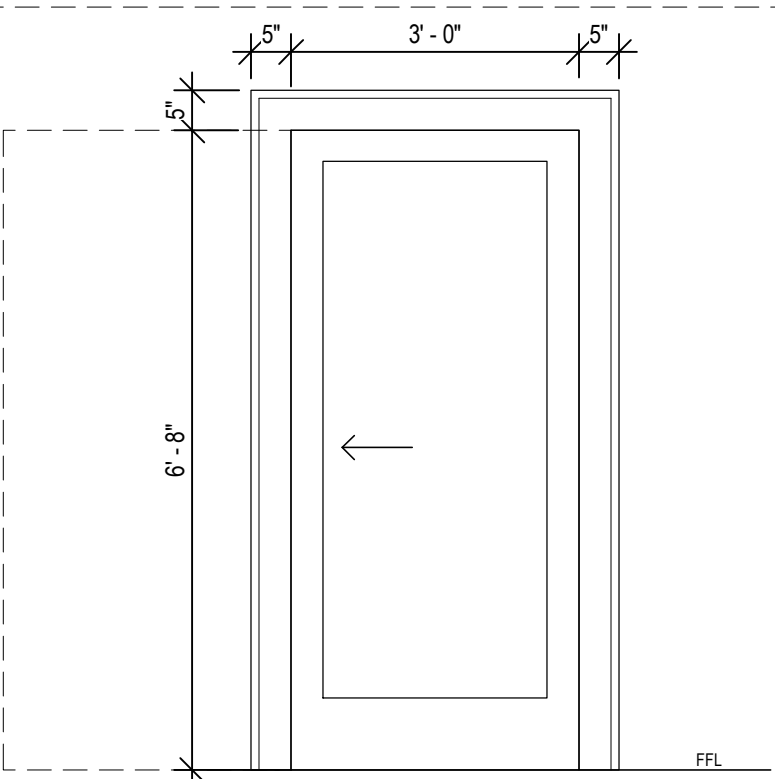
DOOR TYPE - ENTRY - 001, 002, 003

DIMENSIONS	WH 36" x 80"	SILL HEIGHT 0"	GLAZED AREA 11 sf	QUANTITY 3
DESCRIPTION	EXTERIOR ENTRY DOOR			
MATERIAL	FIBREGLASS			
PANEL MATERIAL	LOW-E INSULATING GLASS, COATED WITH MICROSCOPIC SILVER LAYER (ENERGY STAR RATING)			
OPERABILITY	HINGED AS PER FLOOR PLANS			
SCREEN	OWNER TO DECIDE IF STORM DOOR IS REQUIRED			
FINISH/COLOUR	BLACK EXTERIOR/INTERIOR			



DOOR TYPE - INTERIOR - INT01, INT02, INT04, INT05, INT06, INT07, INT08, INT09

DIMENSIONS	WH 36" x 80"	SILL HEIGHT 0"	GLAZED AREA 0 sf	QUANTITY 9
DESCRIPTION	INTERIOR - HOLLOW CORE, PRE-HUNG			
MATERIAL	MASONITE			
PANEL MATERIAL	N/A			
OPERABILITY	HINGED AS PER FLOOR PLANS			
SCREEN	NO			
FINISH/COLOUR	TBD			



DOOR TYPE - INTERIOR - INT03

DIMENSIONS	WH 36" x 80"	SILL HEIGHT 0"	GLAZED AREA 0 sf	QUANTITY 1
DESCRIPTION	INTERIOR POCKET DOOR - HOLLOW CORE, PRE-HUNG			
MATERIAL	MASONITE			
PANEL MATERIAL	N/A			
OPERABILITY	POCKET DOOR			
SCREEN	NO			
FINISH/COLOUR	TBD			

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Revisions



Drawn	<input type="checkbox"/> Preliminary
Author	<input type="checkbox"/> Construction
Checked	<input type="checkbox"/> Record
Checker	
Approved	Do not scale
Approver	Use figured dimensions only
Bidpak Number	

Job Number

Title  
DOOR SCHEDULE

Sheet  
A700.02





## Property Photographs – 232 Thompson Boulevard, House

Images taken by staff on July 4, 2024



Front of the property from Thompson Blvd



Front of the property looking south



Front of the property looking north



Front porch to be demolished and reconstructed



Front porch to be demolished and reconstructed



Front porch to be demolished and reconstructed





View of the half-timber roof walls from the south side. The roof and roof walls are to be demolished.



View of the half-timber roof walls from the north side. The roof and roof walls are to be demolished.



Red brick chimney at the rear south side, proposed to be demolished.



## Appendix B – Additional Historic Research on 232 Thompson Boulevard

City of Windsor HER File:

*Recommended deletion  
no historical value evident*

*Sfm Oct 06*



### HERITAGE PROPERTY EVALUATION SYSTEM

<b>PROPERTY: address</b> <i>232 THOMPSON BLVD.</i>	<b>WHPI #</b> <i>5916</i>
<b>PROPERTY NAME : (if applicable)</b> <i>Bungalow</i>	

	Possible Score	Awarded Score
<b>1. HISTORICAL VALUE</b>		
National or Provincial association <input type="checkbox"/> Rare, original, unique building associated with an event or person	25-40	0
Local association <input type="checkbox"/> Local celebrity <input type="checkbox"/> Physical remnant of area's history	15-30	20
Neighbourhood association <input type="checkbox"/> Neighbourhood landmark <input type="checkbox"/> Owned by original family or descendants	0 - 20	0
<b>Subtotal</b>	<b>40</b>	<b>20</b>
<b>2. ARCHITECTURAL VALUE</b>		
Architect or Builder (person or firm) <input type="checkbox"/> International, national, provincial note <input type="checkbox"/> Government agency (i.e., Public Works) <input type="checkbox"/> Local, regional note <i>unknown</i>	0 - 10	0
Style <input type="checkbox"/> Recognized architectural style or type <input type="checkbox"/> Culturally expressive style <input type="checkbox"/> Rare survivor of a style <i>Architectural bungalow</i>	0 - 10	8
Construction Method or Material or Technique <input type="checkbox"/> Example of method (i.e., log, curtain wall) <input type="checkbox"/> Example of material (i.e., cobblestone, cast iron) <i>stone</i>	0 - 10	10
Context <input type="checkbox"/> Neighbourhood landmark <input type="checkbox"/> Evocative of early streetscape <input type="checkbox"/> Isolated remnant of early neighbourhood	0 - 8	8
Condition <input type="checkbox"/> Original <input type="checkbox"/> Compatible additions <input type="checkbox"/> Major but reversible alterations <input type="checkbox"/> Damaging, irreversible alterations	0-8	8
Age <input type="checkbox"/> Very early <input type="checkbox"/> Old in context of community <i>1929</i>	0 - 2	2
Use <input type="checkbox"/> Original <input type="checkbox"/> Compatible	0 - 2	2
<b>Subtotal</b>	<b>50</b>	<b>38</b>
<b>3. DOCUMENTATION</b>		
<input type="checkbox"/> Early plans, photos, etc. <input type="checkbox"/> Plans for similar buildings	0 - 10	0
<b>TOTAL SCORE</b>	<b>100</b>	<b>58</b>

*232 Thompson*



Land Registry Office: No books found for Plan 711 prior to 1968

Historic Directories:

<b>THOMPSON BLVD</b> (Riverside), east side, runs from Sandwich e to Ottawa, 2 e Baymo rd Grant, W H Gracey, H C Armstrong, Wm Vacant	<b>THOMPSON BLVD</b> (Riverside), east side, runs from Riverside Dr to Ottawa 4 Brooks, Kenneth 8 Coleman, M J 10 Grant, W H 18 Gignac, L J 19 Magee, J A 20 Horneck, Edwd 30 Bell, H R 34 Reaume, N P 36 Reaume, H D	<b>THOMPSON BLVD</b> (Riverside), east side, runs from Riverside dr to Ottawa New house 16 Brooks, Kenneth 24 Coleman, M J 32 Grant, W H 36 Potts, John 36 Mailloux, Edmond 46 Sherwood, B M 48 Dangerfield, Bernard 56 Horten, A S 60 West, J E
--	---	---

1922-1923 – no address number, however Wm H Grant appears

1924-1925 – address number appears as 10 Thompson Blvd, with Wm H Grant at that address

1927-1928 – address number changes to 32 Thompson Blvd, last record of Wm H Grant at the address

Historic Newspapers:

<p>Councillor <b>W. H. Grant</b> proposed that trees be planted in some sections to beautify the town. The matter was left in abeyance. It was thought the proposition might be costly, and that the ratepayers themselves could pay for the trees.</p>	<p>May 6, 1924 (Page 3 of 26) <b><u>The Border Cities' Star (1918-1935); Windsor, Ontario.</u></b> 06 May 1924: 3.</p>
<p>Mr. W. D. Callam, London road, Duluth, has returned home after spending several days with Mr. and Mrs. <b>W. H. Grant, Thompson</b> boulevard, Riverside.</p>	<p>January 27, 1925 (Page 7 of 18) <b><u>The Border Cities' Star (1918-1935); Windsor, Ontario.</u></b> 27 Jan 1925: 7.</p>
<p><b>SLASH RATES TO RIVERSIDE</b></p> <p>Six Cent Fare Will Be Extended to Lauzon Road</p> <p>Hydro Officials Working on New Schedule for Border Municipality</p> <p>Reduced rates on Hydro cars will shortly be in effect in Riverside, Councillor W. H. Grant, chairman of the transportation committee announced at the regular meeting of the council last night. The</p>	<p>July 21, 1925 (Page 5 of 20) <b><u>The Border Cities' Star (1918-1935); Windsor, Ontario.</u></b> 21 July 1925: 5.</p>



<div data-bbox="224 216 597 268" data-label="Section-Header"> <h3>Seeks Higher Office</h3> </div> <div data-bbox="224 300 589 831" data-label="Image"> </div> <div data-bbox="232 837 573 1052" data-label="Caption"> <p><b>MR. W. H. GRANT</b> Who was elected to the Riverside Council last year by the largest number of votes ever given any candidate for public office in the new municipality, is a candidate for second deputy reeve, a new office created this year. Mr. Grant has been a member of the council for three years.</p> </div>	<p>January 2, 1926 (Page 5 of 32) <u>The Border Cities' Star (1918-1935); Windsor, Ontario.</u> 02 Jan 1926: 5.</p>
<div data-bbox="224 1094 630 1234" data-label="Section-Header"> <h3>DROUILLARD READY FOR VOTE RECOUNT</h3> </div> <div data-bbox="224 1255 630 1360" data-label="Text"> <p><b>Quite Willing to Have it Held if Desired By His Opponent</b></p> </div> <div data-bbox="224 1367 630 1854" data-label="Text"> <p>Mayor-elect Harry A. Drouillard, of Riverside, declared today that, if anyone wanted a recount, it was welcome as far as he was concerned, but he stated nobody had approached him with reference to such matter, and that he knew nothing of it.</p> <p>"I certainly polled a heavy vote in Polls 4B and 5," he said, "but they were polls that simply went in my favor, and I was entitled to the vote, just as I was entitled to the vote of the non-resident property owners who gave it to me."</p> <p>Mr. Drouillard also declared he knew nothing of any voters having been sworn in at the polls on election day.</p> <p><b>William H. Grant</b>, mayoral candidate who ran second in the four-cornered contest, 77 votes behind the elected candidate, said today that nothing new had developed. He had heard considerable discussion, he said, but nothing which would indicate definite action having been taken bearing upon a possible recount or protest of the election.</p> </div>	<p>January 7, 1927 (Page 3 of 32) <u>The Border Cities' Star (1918-1935); Windsor, Ontario.</u> 07 Jan 1927: 3.</p>



**Council Report: S 91/2024**

**Subject: Brownfield Redevelopment Community Improvement Plan (CIP) application submitted by Riverside Horizons Inc. for 3251 Riverside Drive East (Ward 5)**

**Reference:**

Date to Council: August 6, 2024  
Author: Tracy Tang, MCIP, RPP  
Planner III – Economic Development (A)  
ttang@citywindsor.ca  
519-255-6543 x 6449  
Planning & Building Services  
Report Date: July 11, 2024  
Clerk's File #: SPL/14202

**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT the request made by Riverside Horizons Inc. to participate in the Brownfield Rehabilitation Grant Program **BE APPROVED** for 70% (or 100% if LEED certified) of the municipal portion of the tax increment resulting from the proposed redevelopment at 3251 Riverside Drive East for up to 10 years or until 100% of the eligible costs are repaid pursuant to the City of Windsor Brownfield Redevelopment Community Improvement Plan; and,
- II. THAT Administration **BE DIRECTED** to prepare an agreement between Riverside Horizons Inc., the City, and any persons legally assigned the right to receive grant payments to implement the Brownfield Rehabilitation Grant Program in accordance with all applicable policies, requirements, and provisions contained within the Brownfield Redevelopment Community Improvement Plan to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the CFO/City Treasurer as to financial implications; and,
- III. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Rehabilitation Grant Agreement; and,
- IV. THAT the approval to participate in the Brownfield Rehabilitation Grant Programs **EXPIRE** if the agreement is not signed by applicant within two years following Council approval.



## **Executive Summary: N/A**

### **Background:**

#### **Brownfield Redevelopment Community Improvement Plan (CIP)**

Brownfield sites are properties that may be contaminated due to previous industrial or commercial uses such as a manufacturing facility or gas station. City Council approved a Brownfield Redevelopment CIP at its April 19, 2010 meeting for the purpose of encouraging the study, clean-up, and redevelopment of contaminated properties. The approval of the CIP was the result of nearly five years of study and consultation, which began in October 2005.

#### **Importance of Brownfield Redevelopment**

Historically, there has been little interest in redeveloping brownfield sites due to the uncertainty surrounding the extent of contamination and the potential cost of clean-up. The Brownfield Redevelopment CIP was adopted in 2010 and provides financial incentives to undertake the necessary studies and remedial work necessary to redevelop brownfield sites and reduce the potential negative impacts to the City's environment and neighbourhoods.

The benefits associated with brownfield redevelopment go far beyond the boundaries of the property. For example, they are often strategically located within existing built-up areas of the City where services and other infrastructure, such as roads, schools, community facilities, and public transit are already available, therefore additional infrastructure costs are not incurred to service these areas. The redevelopment of these sites also remove the negative stigma often associated with brownfield properties, which increases the value of the subject property and adjacent properties.

#### **Site Background**

The subject site consists of one large property parcel located within the block east of Belleview Avenue, south of Riverside Drive East, west of Pratt Place, and north of Wyandotte Street East (see Appendix 'A': Location Map). The property is approximately 0.34 hectares (0.84 acres) in size and irregularly shaped. It is currently occupied by an asphalt-paved parking lot on the east side, and vacant on the west side of the property. The first developed use on the property was residential. On the western part of the property, two residential dwellings and garages were removed by 1990. On the eastern part of the property, one residential dwelling and garage were removed in 1983 and replaced with a parking lot.

The corporate director for Riverside Horizons Inc. (property owner), Wing On Li, intends to redevelop the property for residential use, thus a Record of Site Condition (RSC) is required under Ontario Regulation 153/04. The property owner has undergone an

Official Plan Amendment and Zoning By-law Amendment (approved in January 2024) to facilitate the redevelopment proposal. The subject property is designated 'Residential' on Official Plan Schedule D: Land Use and zoned RD3.3 (High-density Residential District) with special zoning provisions S.20(1) 483 for site-specific regulations in Zoning By-law 8600. The current zoning permits a Lodging House, Multiple Dwelling, Religious Residence, and Residential Care Facility.

Council approved an Environmental Site Assessment (ESA) Grant for this property in October 2021 through Council Resolution CR433/2021 for the completion of a Phase II ESA study. The ESA grant was estimated to total \$15,000.

The owner is in the process of undertaking the Phase II ESA. The findings from the Phase II ESA sampling analysis revealed that contamination is present on the site, thus remediation is required.

## **Discussion:**

### **Brownfield Rehabilitation Grant Program**

The Brownfield Rehabilitation Grant Program encourages the remediation, rehabilitation, and adaptive re-use of brownfield sites by providing grants to help pay for remediation costs as well as non-environmental rehabilitation costs normally associated with brownfield site redevelopment (e.g. development application and building permit fees, and upgrading on-site / off-site infrastructure).

The program offers annual grants funded through the increase in municipal property tax levy created by the investment for up to 10 years to help offset eligible costs. The CIP specifies Brownfield Rehabilitation Grants will equal 70% of the municipal property tax increase for a project that employs standard construction methods and 100% of the municipal property tax increase for projects that achieve any level of Leadership in Energy and Environmental Design (LEED) certification.

Annual grants are paid out following the filing of a RSC, reassessment of the property and the payment of the property taxes for the year in which the grant is to be provided. Issuance of the first grant payment typically occurs at least two years after approval to participate in the program.

### **CIP Goals**

City staff are supportive of the application as it meets all of the eligibility requirements specified within the Brownfield Redevelopment CIP. The proposed filing of a RSC and redevelopment of the property supports the following CIP goals:

- To promote the remediation, rehabilitation, adaptive re-use, and redevelopment of brownfield sites throughout the City of Windsor in a fiscally responsible and sustainable manner over the long term;

- Improve the physical and visual quality of brownfield sites;
- Improve environmental health and public safety;
- Provide opportunities for new housing, employment uses, and commercial uses;
- Increase tax assessment and property tax revenues;
- Improving the land use compatibility of potential brownfield sites with surrounding land uses;
- Increase community awareness of the economic, environmental, and social benefits of brownfield redevelopment; and
- Utilize public sector investment to leverage significant private sector investment in brownfield remediation, rehabilitation, adaptive re-use, and redevelopment.

## **Policy Support**

The study of brownfield sites to support clean up and redevelopment is supported by policies within the 2020 Provincial Policy Statement, the City's Official Plan, and the City's Environmental Master Plan.

## **Risk Analysis:**

As with all brownfield sites, there is a degree of risk associated related to the potential presence of contamination. In this case, there is also a risk of the property remaining in a vacant state, which negatively affects the surrounding properties. The proposed study and remediation will assist in mitigating these risks. The City would retain a copy of the study for future reference.

## **Climate Change Risks**

### **Climate Change Mitigation:**

The proposed redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. In particular, the redevelopment would implement the action that supports the existing Brownfields Redevelopment Strategy and achieve its work plan.

### **Climate Change Adaptation:**

The proposed redevelopment may be affected by climate change, in particular with respect to extreme precipitation and an increase in days above 30 degrees. While not the subject of this report, any new construction would be required to meet the current provisions of the Building Code, which would be implemented through the building permit process. The site would also be required to incorporate storm water management best practices.

## Financial Matters:

Based on the proposed redevelopment plan submitted by the owner, Administration estimates the post-development property value assessment to increase by \$15,258,000 (i.e. from \$282,000 to \$15,540,000). The post-development total annual tax levy is estimated to be increase by \$308,190 (i.e. from \$7,708 to \$315,898), with the increase to the municipal portion of taxes totalling \$286,732. This would yield a total grant value of \$2,007,124 over ten years under the Brownfield Rehabilitation Grant Program for standard construction.

The total eligible costs are estimated to total \$2,064,696.05. This includes \$510,125 for remediation and filing a RSC, \$187,137.50 for placing clean fill and grading, \$646,113.05 in development application fees and building permit fees, \$671,070.50 in on-site and off-site infrastructure, and \$50,250 in Phase II ESA costs that were not reimbursed through the ESA Grant Program.

The Brownfield Redevelopment grants are paid back to the applicant after redevelopment has occurred, property assessment value has been reassessed by MPAC, and total taxes as it relates to the redevelopment have been paid to the City in full. Assuming the building is constructed to comply with the minimum Building Code provisions the recommended grants would reimburse 98% of the eligible costs under the Tax Assistance and Brownfield Rehabilitation Grant Programs. If constructed to LEED standard—100% of the eligible costs would be reimbursed.

Environmental Study Grant (approved through CR433/2021)	\$15,000.00
Brownfield Rehabilitation Grants (standard construction) (Years 1-10)	\$2,007,124.00
<b>Total</b>	<b>\$2,022,124.00</b>

Throughout the lifespan of the grant, the City would retain \$86,020 of the increased annual municipal taxes. After the grant program ceases, the full amount of increased annual municipal taxes (i.e. \$286,732) would be retained by the City in perpetuity.

## Consultations:

The development and approval of the Brownfield Redevelopment CIP was subject to extensive stakeholder and public consultation, which sought input from a wide range of stakeholders and internal City departments.

Planning staff have consulted with the applicant's agent from Dillon Consulting prior to accepting the application for the Brownfield Rehabilitation Grant Program. Greg Atkinson, Manager of Development, Planning & Building Services Department; Josie Gualtieri, Financial Planning Administrator, Finance Department; Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects; and Kate Tracey, Senior Legal Counsel, Legal Department were consulted in the preparation of this report.

**Conclusion:**

City Staff recommend Council approve the request from Riverside Horizons Inc. to participate in the Brownfield Rehabilitation Grant Program. In the opinion of planning staff, the proposed remediation and redevelopment conforms to the Brownfield Redevelopment CIP and assists the City in the achievement of a number of the CIP goals.

**Planning Act Matters: N/A**

**Approvals:**

<b>Name</b>	<b>Title</b>
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Acting Deputy City Planner - Growth
Neil Robertson	City Planner / Executive Director, Planning & Development Services
Kate Tracey	Senior Legal Counsel, Legal Services & Real Estate
Lorie Gregg	Deputy Treasurer, Taxation & Financial Projects
Lorie Gregg	On behalf of Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administration Officer

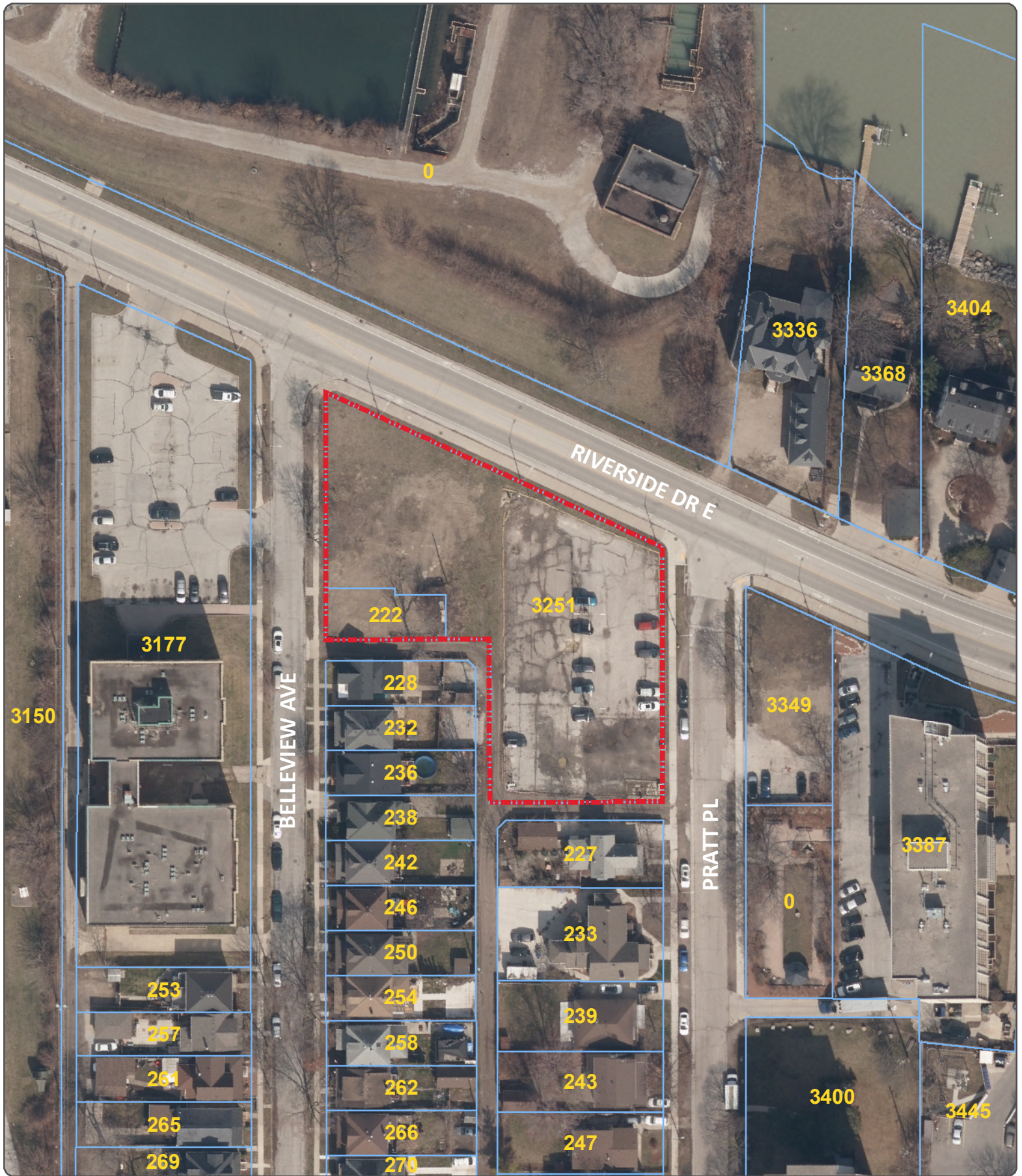
**Notifications:**

<b>Name</b>	<b>Address</b>	<b>Email</b>

**Appendices:**

- 1 Appendix A - Location Map





# LOCATION MAP: 3251 RIVERSIDE DRIVE EAST, 222 BELLEVIEW AVENUE



SUBJECT PROPERTY







**Council Report: S 87/2024**

**Subject: Downtown CIP Grant Application Amendment made by Fouad Badour (Owner) for 509, 515, 521, 527 Marentette Avenue, Ward 3**

**Reference:**

Date to Council: August 6, 2024

Author: Laura Strahl

Planner III - Special Projects

519-255-6543 ext. 6396

lstrahl@citywindsor.ca

Planning & Building Services

Report Date: July 9, 2024

Clerk's File #: SPL2024

**To:** Mayor and Members of City Council

**Recommendation:**

- I. **THAT** Council Resolution 63/2024 adopted on February 12, 2024 **BE AMENDED** as follows:
  - i. by **DELETING** Resolutions V., VI., VII., VIII., IX., X., and XI. in their entirety, and **INSERTING** the following in their place:
    - "V. **THAT** the request made by Fouad Badour for the proposed development at 509, 515, 521, 527 Marentette Avenue as proposed in Report S87/2024, to participate in:
      - a) the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
      - b) the New Residential Development Grant Program **BE APPROVED** for \$30,000 towards eligible costs of twelve (12) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

- VI. THAT Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 509, 515, 521, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VII. THAT the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 509, 515, 521, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- VIII. THAT the City Treasurer **BE AUTHORIZED** to issue payment of \$30,000 for grants under the New Residential Development Grant Program for 509, 515, 521, 527 Marentette Avenue to Fouad Badour upon completion of the twelve (12) new residential units subject to the satisfaction of the City Planner and Chief Building Official.
- IX. THAT grant funds in the amount of \$30,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- X. THAT the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within two years following Council approval of Report S87/2024.
- VI. THAT should the new residential units not be completed in two (2) years following Council approval of Report S87/2024, City Council **RESCIND** the approval under the New Residential Development Grant Program and the Building/Property Improvement Grant Program and that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.
- ii. by **INSERTING** the following as a new Resolution XII:
- “XII. THAT the grants approved in Resolution V under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program shall apply to the property legally described in the Property Location section of Report S87/2024, regardless of whether the municipal addresses or roll numbers should change.”

**Executive Summary:**

N/A

**Background:**

**Owner:** Fouad Badour

**Current Municipal Address and Legal Description:** 509, 515, 521, 527 Marentette Avenue (Property RSN191340)

**Previous Municipal Address and Legal Description:**

The subject properties received approval for grants under the Downtown CIP under CR 63/2024. At the time of Council approval, the lands were divided into three properties with addresses and legal descriptions as outlined below. Since that time, the City has assigned four new addresses to the four proposed townhome units, as outlined above as the current municipal address. New roll numbers will be assigned by MPAC after MPAC issues a Severance Consolidation Information Form.

527 Marentette 3739-030-050-08900  
Description: LT 3 PL 519 WINDSOR ; WINDSOR

0 Marentette 3739-030-050-09001  
Description: PT LT 2 PL 519 DESIGNATED AS PART 1, PLAN 12R-26615 CITY OF WINDSOR

507 Marentette 3739-030-050-09100  
Description: LT 1 PL 519 WINDSOR ; WINDSOR

**Downtown Windsor Enhancement Strategy and Community Improvement Plan Grant Programs (Downtown CIP)**

The Downtown CIP was approved by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage enhancements to buildings and property within the Downtown CIP boundary under the following grant programs: Upper Storey Residential Conversion Grant Program, New Residential Development Grant Program, Retail Investment Grant Program, Building/Property Improvement Grant Program, and Commercial/Mixed Use Building Facade Improvement Grant Program.

On February 12, 2024, Council approved grants under the Downtown CIP for the subject properties under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program (see Report S165/2023, attached as Appendix A and CR63/2024 attached as Appendix B). Council approved grants for a four (4) unit townhome development that contains one (1) additional dwelling unit within each townhome unit, for a total of eight (8) new residential units. The applicant has since changed their proposal to include two additional dwelling units in each townhome unit, for a total of twelve (12) new residential units. The applicant has

reconfigured the internal floor plan of the proposal to accommodate the new units, therefore the built form and total gross floor area of the proposal has not changed.

The purpose of this report is to amend the grant approvals in CR63/2024 from eight (8) new residential units to twelve (12) new residential units.

## **Discussion:**

### **Downtown CIP**

#### **Building/Property Improvement Tax Increment Grant Program:**

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The proposed redevelopment on the property will increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

#### **New Residential Development Grant Program:**

The New Residential Development Grant Program is intended to provide an incentive to stimulate residential development within Downtown Windsor. The program will consist of a grant whereby property owners will be eligible to receive a grant to \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

The project was previously approved (CR63/2024) for a grant in the amount of \$20,000 for eight new residential units. The applicant has now changed their proposal to twelve (12) residential units, therefore this report recommends deleting the previous grant approval for eight (8) new residential units (\$20,000) and recommends approval for grants for the new proposal of twelve (12) residential units (\$30,000).

## **Risk Analysis:**

### **Downtown CIP**

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and owner will be prepared to ensure the Building/Property Improvement Tax Increment Grant Program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The New Residential Development Grant will only be paid after the work is complete to the satisfaction of the City Planner.



## **Climate Change Risks**

### **Climate Change Mitigation:**

The demolition of the existing single unit dwelling affects climate change, because the existing structure will not be re-used and will likely end up in a land fill. However, the proposed residential redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. The proposal will increase the residential density and will make efficient use of the property within an area that has excellent access to public transit and other amenities. The rehabilitation of the site contributes to the revitalization and densification of the Downtown Neighbourhood, thereby contributing to a complete community. The construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing site in a built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

### **Climate Change Adaptation:**

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property appears to be located near a Heat Vulnerability area. However, the rehabilitation of the existing site and construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency.

### **Financial Matters:**

Fouad Badour, owner of the properties located at 509, 515, 521, 527 Marentette Avenue, has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program. The applicant previously proposed eight (8) new residential units (approved for Downtown CIP grants by CR63/2024), and has now changed their proposal to construct a new two-story twelve-unit dwelling located at 509, 515, 521, 527 Marentette Avenue.

### **Building/Property Improvement Tax Increment Grant Program:**

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The subject property is not eligible for a five-year extension.

It is estimated that the redevelopment will result in municipal taxes of \$15,790 a year. It should also be noted that the estimates used for purposes of this report are very preliminary and subject to further refinement of the design plans and ultimately subject to MPAC's assessment.

The proponent indicates the estimate costs for the projects \$2,200,000. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of \$103,330 (including the \$30,000 under the New Residential Development Grant Program) is 4.7% of the estimate eligible costs.

<b>Estimated Building/Property Improvement Tax Increment Grant for 509, 515, 521, 527 Marentette Avenue</b>		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax Increase	Total Estimate Grant Over Five Years
\$1,124	\$14,666	\$73,330

#### **Assumptions**

Current Property Value Assessment (2024 – RT)     \$59,800

Estimate Total Post Development Assessment (2024 – NT)     \$840,000

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes, for a period of five (5) years, which could otherwise be used to offset future budget pressures.

#### **New Residential Development Grant Program:**

As mentioned in the discussion section of the report the proposed redevelopment is eligible for \$30,000 under the New Residential Development Grant Program. The previous approval under CR63/2024 for \$20,000 is recommended to be deleted and its recommended that the new proposal for twelve units be approved for a \$30,000 grant.

CIP Reserve Fund 226 holds the funds for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount is transferred to the capital project account (City Centre Community Development Planning Fund (Project #7011022) to be kept as committed funds, until the grant is ready to be paid out. The current uncommitted balance in the CIP reserve fund is \$219,507, however, this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to the City Centre Community Development Planning Fund (Project #7011022) to disperse the maximum amount of \$30,000 for the New Residential Development Grant Program identified in this report when all work is completed.

## Consultations:

The owner of the properties located at 509, 515, 521, 527 Marentette Avenue has been consulted regarding grants related to the improvements outlined in this report.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Downtown CIP Building/Property Improvement Tax Increment Grant Program.

Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Downtown CIP.

## Conclusion:

Staff recommends that the amendment to the Downtown CIP application for the New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant for five (5) years be approved for 509, 515, 521, 527 Marentette Avenue.

## Planning Act Matters:

N/A

## Approvals:

Name	Title
Josie Gualtieri	Financial Planning Administrator
Jason Campigotto	Manager of Growth/Deputy City Planner (A)
Neil Robertson	City Planner (A)
Kate Tracey	Senior Legal Counsel
Lorie Gregg	Deputy Treasurer, Taxation, Treasury & Financial Projects
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

## Notifications:

Name	
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## Appendices:

- 1 Appendix A - Report S165/2023
- 2 Appendix B - CR63-2024



## Council Report: S 165/2023

**Subject: Downtown CIP Grant Applications/Demolition Control By-law Exemption Request made by Fouad Badour (Owner) for 0, 507, 527 Marentette Avenue, Ward 3**

**Reference:**

Date to Council: January 8, 2024

Author: Laura Strahl  
Planner III - Special Projects  
519-255-6543 ext. 6396  
lstrahl@citywindsor.ca

Tracy Tang  
Planner II - Revitalization & Policy Initiatives  
519-255-6543 ext. 6449  
ttang@citywindsor.ca

Nathan Li  
Planning Assistant  
519-255-6543 ex  
Planning & Building Services  
Report Date: 2023-12-05  
Clerk's File #: SPL2023

**To:** Mayor and Members of City Council

**Recommendation:**

- I. **THAT** the Chief Building Official **BE AUTHORIZED** to issue a demolition permit to the registered owner Fouad Badour for the single unit dwelling located at 527 Marentette Avenue to facilitate the construction of a two (2) story eight (8) unit dwelling.
- II. **THAT** any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit.
- III. **THAT** the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
  - i. The redevelopment identified in Appendix 'B' be substantially complete within two (2) years following the issuance of the demolition permit;

- ii. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property;
- IV. **THAT** the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition.
- V. **THAT** the request made by Fouad Badour for the proposed development at 0, 507, 527 Marentette Avenue, to participate in:
  - i. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;
  - ii. the New Residential Development Grant Program **BE APPROVED** for \$20,000 towards eligible costs of eight (8) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VI. **THAT** Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 0, 507, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.
- VII. **THAT** the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 0, 507, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications.
- VIII. **THAT** the City Treasurer **BE AUTHORIZED** to issue payment of \$20,000 for grants under the New Residential Development Grant Program for 0, 507, 527 Marentette Avenue to Fouad Badour upon completion of the eight (8) new residential units subject to the satisfaction of the City Planner and Chief Building Official.
- IX. Grant funds in the amount of \$20,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed.
- X. **THAT** the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by



applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant.

- XI. THAT should the new residential units not be completed in two (2) years, City Council **AUTHORIZE** that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.

**Executive Summary:**

N/A

**Background:**

**Property Location:**

527 Marentette

Description: LT 3 PL 519 WINDSOR ; WINDSOR

0 Marentette

Description: PT LT 2 PL 519 DESIGNATED AS PART 1, PLAN 12R-26615 CITY OF WINDSOR

507 Marentette

Description: LT 1 PL 519 WINDSOR ; WINDSOR

The subject report makes recommendations for grants under the Downtown CIP and exemption under Demolition Control By-law 131-2017.

On October 23, 2023, a Downtown CIP grant application was submitted for the purpose of constructing a two-story, eight-unit dwelling located at 0, 507, 527 Marentette Avenue (See Appendix A for location map). The owner also applied for an exemption from Demolition Control By-law 131-2017 to demolish the existing single unit dwelling located at 527 Marentette Avenue.

The property is located within the Downtown Community Improvement Plan (Downtown CIP) area (outside of the CBD and any BIAs). The property is also located within Schedule H of the Demolition Control By-law 131-2017.

**Downtown CIP**

The Downtown Windsor Community Improvement Plan (Downtown CIP) was approved by City Council on September 29, 2017 and an adopting by-law was passed by City Council on October 16, 2017.

The Downtown CIP provides financial incentives to encourage new residential development, retail investment, facade improvements, and building/property improvements.

Fouad Badour, owner of the properties located at 527, 0, 507 Marentette Avenue, has applied for financial incentives under the Building/Property Improvement Tax Increment Grant Program and the New Residential Development Grant Program. The applicant is

proposing to construct a new two-story eight-unit dwelling located at 527, 0, 507 Marentette Avenue (See Appendix B).

### **Demolition Control By-law 131-2017**

Demolition Control By-law 131-2017 was approved by City Council on August 28, 2017 to encourage orderly development and prevent speculative demolition of residential dwellings in the vicinity of traditional commercial streets.

The owner applied for an exemption from Demolition Control By-law 131-2017 to demolish the existing single unit dwelling located at 527 Marentette Avenue which would facilitate their redevelopment plans for the property.

### **Discussion:**

#### **Downtown CIP**

#### **Building/Property Improvement Tax Increment Grant Program:**

This program is intended to provide economic incentive for the development, rehabilitation and redevelopment of properties in Downtown Windsor. The program provides an annual grant equal to 100% of the increase in municipal property taxes for five years, after the project is completed and reassessed to help offset the costs of rehabilitating and redeveloping properties, as long as such development results in an increase in assessment and therefore an increase in property taxes. Grants are only paid after completion of a development and subject to meeting all the requirements within the Downtown Windsor Enhancement Strategy and Community Improvement Plan.

The proposed redevelopment on the property will increase the assessed value and therefore increase municipal taxes. This project qualifies for the Building/Property Improvement Tax Increment Grant and the Financial Matters section of this report discusses the estimated grant amount.

#### **New Residential Development Grant Program:**

The New Residential Development Grant Program is intended to provide an incentive to stimulate residential development within Downtown Windsor. The program will consist of a grant whereby property owners will be eligible to receive a grant to \$2,500 for every new residential unit, up to a maximum of \$50,000 per property.

The owner proposes to construct eight new residential units, therefore the project will reach the maximum grant of \$20,000 under the program.

### **Exemption to Demolition Control By-law 131-2017**

Section 3 of the Demolition Control By-Law 131-2017 states that *"...no person shall demolish the whole or any part of any residential property in the control area described*

*in Section 2 hereof unless the person is the holder of a demolition permit issued by Council under the provisions of this by-law.” The decision to issue (or not to issue) a demolition permit is at City Council’s sole discretion.*

Section 5 of the Demolition Control By-Law 131-2017 states that “...Council shall, on an application for a demolition permit, issue a demolition permit where a building permit has been issued to erect a new building on the site of the residential property sought to be demolished.” Section 7 states that a demolition permit may be issued with the following conditions:

- (a) That the applicant for the demolition permit construct and substantially complete the new building to be erected on the site of the residential property to be demolished by not later than such date as may be determined by Council, provided, however, that such date is not less than two years from the day demolition of the existing residential property is commenced;*
- (b) That, on failure to complete the new building within the time specified in the permit issued, the Clerk shall be entitled to enter on the collectors roll, to be collected in like manner as municipal taxes, such sum of money as may be determined by Council but not in any case to exceed the sum of Twenty Thousand Dollars (\$20,000.00) for each dwelling unit contained in the residential property in respect of which the demolition permit is issued, and such sum shall, until payment thereof, be a lien or charge upon the land in respect of which the permit to demolish the residential property is issued;*
- (c) That notice of conditions in this section 7 be registered in the land registry office against the land to which it applies.*

Section 11.11 of the City’s Official Plan requires the filing of redevelopment plan as a condition of approval for a demolition permit for areas subject to Demolition Control By-Laws. Section 11.11.1.2 requires that “Redevelopment plans shall include plans for:

- (a) Replacement Buildings;*
- (b) Replacement of Demolished dwelling units and;*
- (c) Landscaped open space.”*

Demolition Control By-law 131-2017 applies to properties containing a residential dwelling unit located within 100 metres (328 feet) of traditional commercial streets, which includes properties north and south of Wyandotte St E between McDougall Avenue and Gladstone Avenue.

The subject property is located at 527 Marentette Avenue. A one-storey single unit residential detached dwelling constructed in approximately 1910 is on the property. The

parcel is 282 square metres in size and it is not listed on the Municipal Heritage Register.

The proposed drawings (Appendix B) show a two-storey eight-unit dwelling. The four upper-floor units will have five bedrooms and two bathrooms in each unit, while the four lower-level units will have two bedrooms and one bathroom in each unit. The application and drawings are consistent with the requirements of Sections 11.11 regarding a Redevelopment Plan.

### **Risk Analysis:**

#### **Downtown CIP**

There is low risk associated with the approval of the subject Downtown CIP grant applications. An agreement between the City and owner will be prepared to ensure the Building/Property Improvement Tax Increment Grant Program requirements and provisions of the Downtown Windsor Enhancement Strategy and Community Improvement are met. The New Residential Development Grant will only be paid after the work is complete to the satisfaction of the City Planner.

The Building Department has not received or conducted a review of the building plans to confirm compliance with the Ontario Building Code and applicable law (e.g. zoning by-law). A review of the drawings will be conducted to ensure that the City's incentives are being used appropriately and the City is receiving good value for the public investment allocated through the Downtown Incentive Program(s) "toolkit". As a requirement of Section 28 (7.3) of the Planning Act, Administration has confirmed that the total amount of all of the grants does not exceed the total cost of the project.

#### **Exemption to Demolition Control By-law 131-2017**

There is low risk associated with approval of the requested demolition. The proposed redevelopment will be subject to a Zoning By-law review, and the building permit review process will take into consideration the plan's compliance with the Ontario Building Code and other relevant legislation. The owner has demonstrated there is a redevelopment plan for the property and, should Council decide to approve their request, is expected to construct the new dwelling within the two-year time frame set out in the recommendations section.

A building permit is required for the new construction, and any new construction approval must conform to the Ontario Building Code. Inspections will be undertaken as part of the permit issuance process for new development.

If the new dwelling is not substantially complete within two years of demolition permit issuance, a penalty in the amount of \$20,000 will be added to the tax roll of the property.

## Climate Change Risks

### Climate Change Mitigation:

The demolition of the existing single unit dwelling affects climate change, because the existing structure will not be re-used and will likely end up in a land fill. However, the proposed residential redevelopment implements Environmental Master Plan Objective C1: Encourage in-fill and higher density in existing built areas. The proposal will increase the residential density and will make efficient use of the property within an area that has excellent access to public transit and other amenities. The rehabilitation of the site contributes to the revitalization and densification of the Downtown Neighbourhood, thereby contributing to a complete community. The construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning safety and energy efficiency.

Utilizing an existing site in a built-up area of the City also promotes efficiency on the existing infrastructure network by not promoting development on greenfield land.

### Climate Change Adaptation:

As temperatures increase and when considering the Urban Heat Island effect for the City of Windsor, the property appears to be located near a Heat Vulnerability area. However, the rehabilitation of the existing site and construction of the new building will utilize modern building methods, which will conform to the Ontario Building Code concerning energy efficiency.

### Financial Matters:

#### New Residential Development Grant Program:

As mentioned in the discussion section of the report the proposed redevelopment is eligible for \$20,000 under the New Residential Development Grant Program.

CIP Reserve Fund 226 holds the funds for all active CIPs in the City. As CIP grant applications are approved, the approved grant amount is transferred to the capital project account (City Centre Community Development Planning Fund (Project #7011022) to be kept as committed funds, until the grant is ready to be paid out. The current uncommitted balance in the CIP reserve fund is \$685,379.89 however this balance does not account for other CIP grant requests that are currently being considered by the standing committee or have been endorsed by the standing committee and are not yet approved by City Council.

If approved, funds will be transferred from the CIP reserve fund to the City Centre Community Development Planning Fund (Project #7011022) to disperse the maximum amount of \$20,000 for the New Residential Development Grant Program identified in this report when all work is completed.



### Building/Property Improvement Tax Increment Grant Program:

The program provides an annual grant equal to 100% of the increase in municipal property taxes for five (5) years, with the possibility of a five (5) year extension, up to a total of ten (10) years if the project is considered a Catalyst Project; a designated heritage property, projects where at least 20% of the residential units are considered affordable or the project is certified LEED bronze. The subject property is not eligible for a five-year extension.

It is estimated that the redevelopment will result in municipal taxes of \$12,506 a year. It should also be noted that the estimates used for purposes of this report are very preliminary and subject to further refinement of the design plans and ultimately subject to MPAC's assessment.

The proponent indicates the estimate costs for the projects \$1,693,200. The Planning Act stipulates that the grants under a CIP cannot be more than the eligible costs. The total estimated grant amount of \$77,190 (including the \$20,000 under the New Residential Development Grant Program) is 4.6% of the estimate eligible costs.

Estimated Building/Property Improvement Tax Increment Grant for 0, 507, 527 Marentette		
Annual Pre Development Municipal Taxes	Annual Estimate Post Development Municipal Tax <u>Increase</u>	Total Estimate Grant Over Five Years
\$1,068	\$11,438	\$57,190

#### Assumptions

Current Property Value Assessment (2023 – Residential)     \$59,800

Estimate Total Post Development Assessment (2023 – Residential)     \$700,000

Because the Grant Program does not cancel taxes, the applicant must pay the full amount of property taxes annually and will subsequently receive a grant for the difference between the pre and post-development municipal taxes. The City will retain the amount of pre-development (base) municipal taxes throughout the lifespan of the grant program; however will be foregoing any incremental property taxes which could otherwise be used to offset future budget pressures.

**Consultations:**

The owner of the properties located at 0, 507, 527 Marentette Avenue has been consulted regarding grants related to the improvements outlined in this report, as well as the application for exemption from Demolition Control By-law 131-2017 and the requirement of a Redevelopment Plan.

Carolyn Nelson, Manager of Property Valuation & Administration, Taxation & Financial Projects was consulted with respect to the Downtown CIP Building/Property Improvement Tax Increment Grant Program.

Josie Gualtieri, Financial Planning Administrator was also consulted regarding the Downtown CIP.

**Conclusion:**

The demolition of the existing residential dwelling located at 527 Marentette Avenue will facilitate the construction of a two-storey eight-unit dwelling, thereby meeting the intent of Demolition Control By-law 131-2017. The proposed redevelopment will be subject to Building Department review, constitutes orderly development, and the requested demolition is not considered speculative.

Staff recommends that the application for the New Residential Development Grant Program and Building/Property Improvement Tax Increment Grant for five (5) years be approved.

Administration also recommends that Council grant the requested demolition permit application submitted by the owner of 527 Marentette Avenue, and that a condition be imposed requiring the redevelopment to be substantially complete within two years of demolition permit issuance.

**Planning Act Matters:**

N/A

**Approvals:**

<b>Name</b>	<b>Title</b>
Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Neil Robertson	City Planner (A)
Wira Vendrasco	City Solicitor (A)

## APPENDIX A

Carolyn Nelson	Manager, Property Valuation & Administration. Taxation, Treasury & Financial Projects
Lori Gregg	Deputy Treasure, Taxation, Treasury & Financial Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer

### Notifications:

Name
Fouad Badour

### Appendices:

- 1 Appendix 'A' - Location Map and Existing Condition
- 2 Appendix 'B' - Proposed Development

## Appendix 'A' – Location Map and Existing Condition



### LOCATION MAP : 507-527 MARENTETTE AVENUE



SUBJECT PROPERTY





## Appendix 'A' – Location Map and Existing Condition



**November 2023 Google Street View of property looking west.**

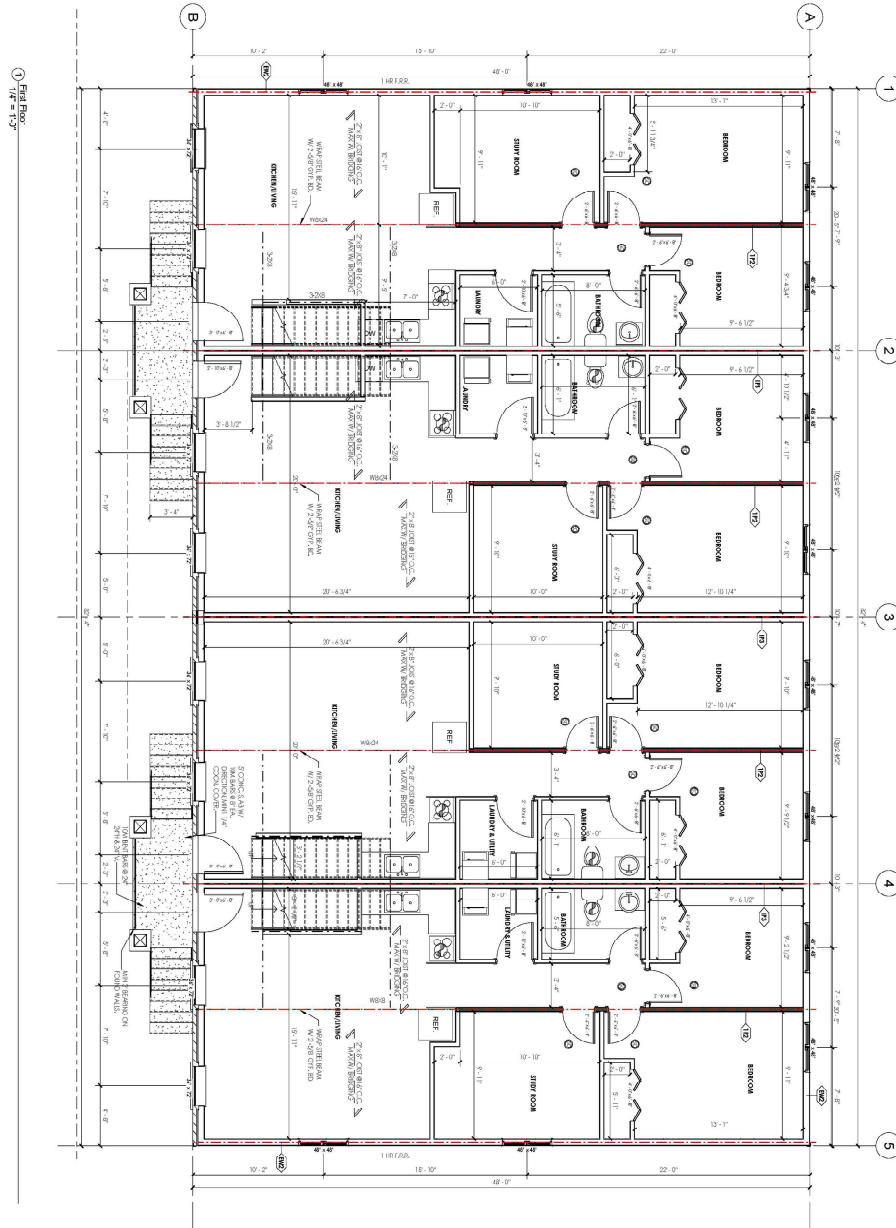


## Appendix 'A' – Location Map and Existing Condition




**December 2020 Google Street View of property looking west.**

# Appendix 'B' - Proposed Development



1 First Floor  
1/8" = 1'-0"



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800-960-3800  
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**8 UNIT DEVELOPMENT**  
**527 Marentette**  
**Windsor ON**

**First Floor Plan**

Project Number: 2065  
Date: August 2022  
Drawn by: V.P.  
Checked by: M.B.

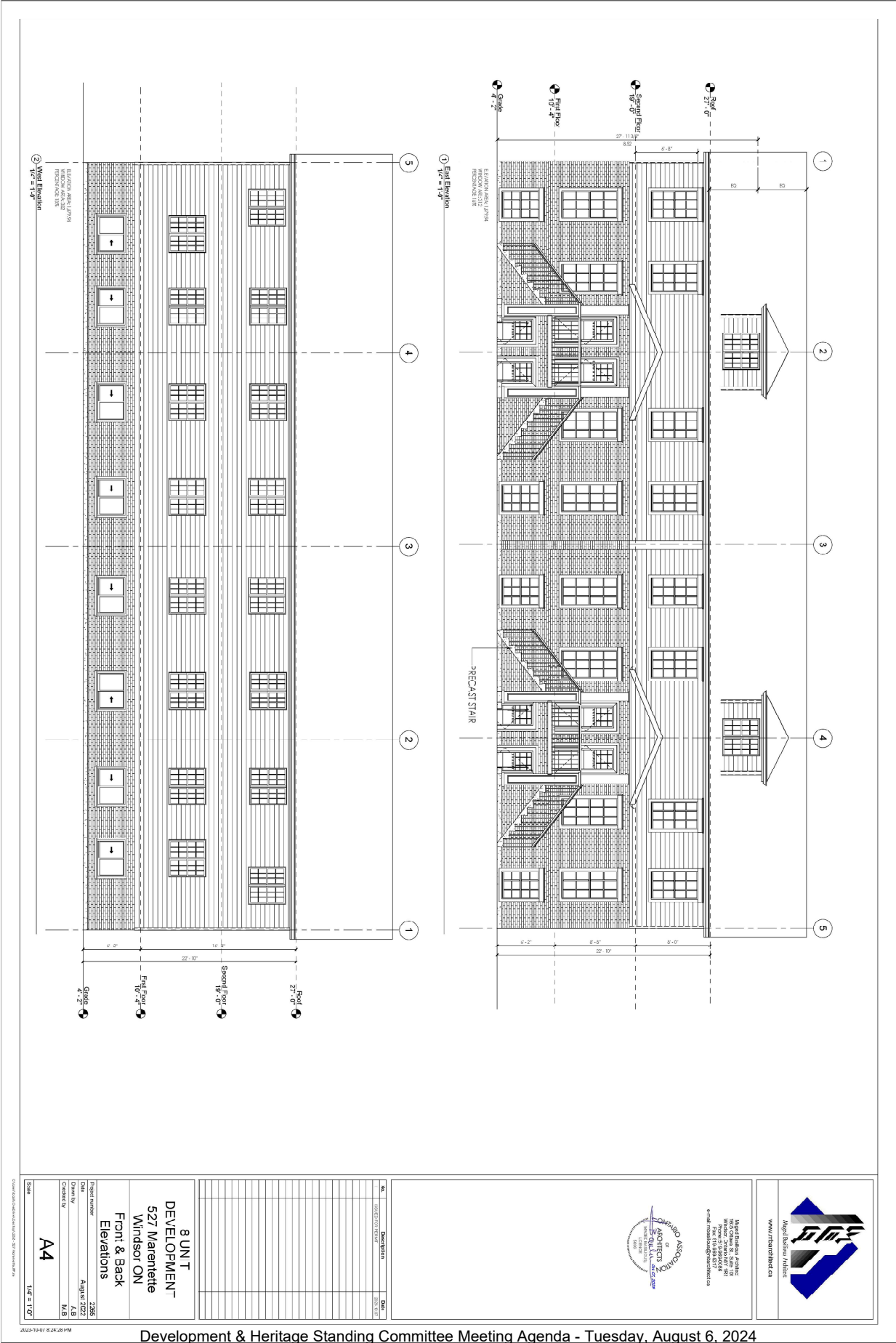
**A2**

Scale: 1/8" = 1'-0"

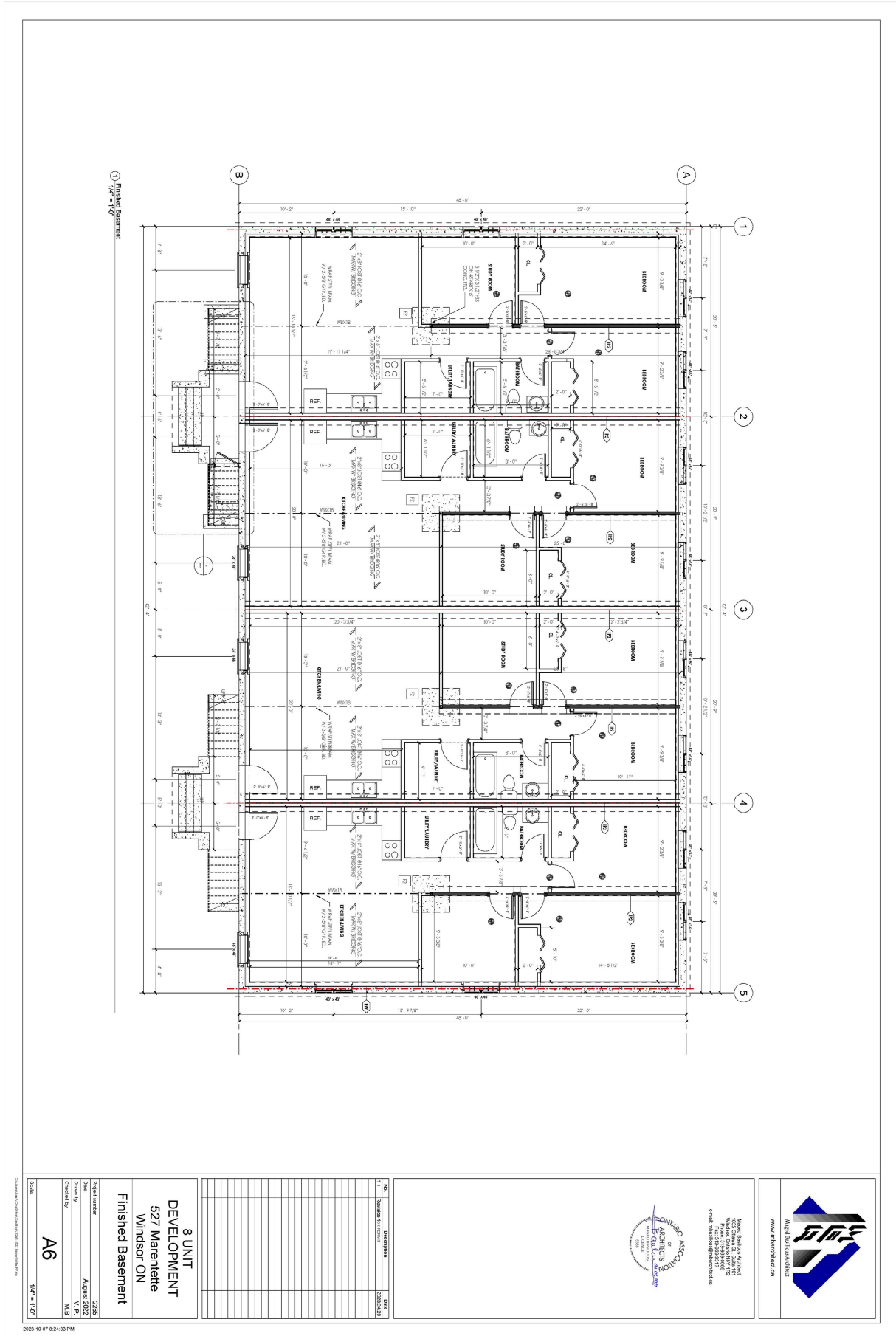


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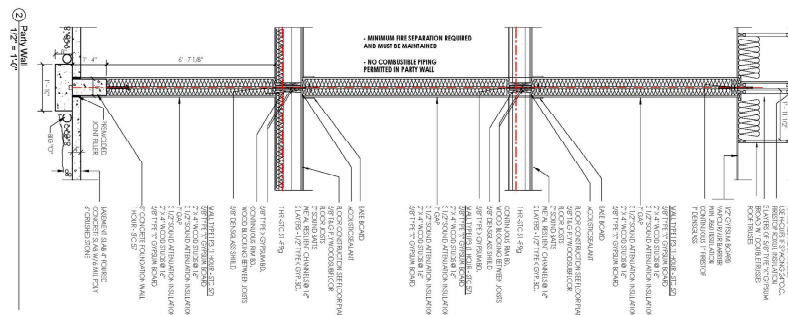
Appendix 'B' - Proposed Development




# Appendix 'B' - Proposed Development









[www.aaeo.on.ca](http://www.aaeo.on.ca)

Association of Architects and Engineers of Ontario  
 402 Dundas St. East, 21st Floor  
 Toronto, Ontario M5G 1B5  
 Phone: 416-593-2500  
 Fax: 416-593-2501  
 e-mail: [aaeo@aaeo.on.ca](mailto:aaeo@aaeo.on.ca)

Registration Number: 2285  
 Date: August 2022  
 Drawn by: N. B.  
 Checked by: N. B.

**8 UNIT DEVELOPMENT**  
**527 Marenette**  
**Windsor ON**

**Site Plan**

**C1**

Project Number: 2285  
 Date: August 2022  
 Drawn by: N. B.  
 Checked by: N. B.

**C1**

Project Number: 2285  
 Date: August 2022  
 Drawn by: N. B.  
 Checked by: N. B.

**C1**

Project Number: 2285  
 Date: August 2022  
 Drawn by: N. B.  
 Checked by: N. B.

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 Date: August 2022  
 Drawn by: N. B.  
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 Date: August 2022  
 Drawn by: N. B.  
 Checked by: N. B.



## OFFICE OF THE CITY CLERK COUNCIL SERVICES

Phone: (519)255-6211

CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1

Fax: (519)255-6868

E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

### City Council Decision Monday, February 12, 2024

Moved by: Councillor Jim Morrison  
Seconded by: Councillor Ed Sleiman

Decision Number: CR63/2024 DHSC 583

- I. That the Chief Building Official **BE AUTHORIZED** to issue a demolition permit to the registered owner Fouad Badour for the single unit dwelling located at 527 Marentette Avenue to facilitate the construction of a two (2) story eight (8) unit dwelling; and,
- II. That any minor changes **BE SUBJECT** to the approval of the City Planner and Chief Building Official at the time of issuance of the Building Permit; and,
- III. That the Chief Building Official **BE DIRECTED** to require, as a condition of the demolition permit:
  - a. The redevelopment identified in Appendix 'B' be substantially complete within two (2) years following the issuance of the demolition permit;
  - b. If the redevelopment, including construction of a new building, is not substantially complete within two (2) years of the commencement of the demolition the Clerk enter the sum of Twenty Thousand Dollars (\$20,000) on the collectors roll of the property; and,
- IV. That the City Solicitor **BE DIRECTED** to register a notice of Condition #2 in the land registry office against the property in the event that the redevelopment is not substantially complete within two (2) years following the commencement of the demolition; and,
- V. That the request made by Fouad Badour for the proposed development at 0, 507, 527 Marentette Avenue, to participate in:
  - a. the Building/Property Improvement Tax Increment Grant Program **BE APPROVED** for 100% of the municipal portion of the tax increment



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N9A 6S1

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WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)

resulting from the proposed development for up to five (5) years or until 100% of the eligible costs are repaid pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan;

- b. The New Residential Development Grant Program **BE APPROVED** for \$20,000 towards eligible costs of eight (8) new residential units (\$2,500 per new residential units) pursuant to the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
- VI. That Administration **BE DIRECTED** to prepare the agreements between the City and Fouad Badour to implement the Building/Property Improvement Tax Increment Grant Programs at 0, 507, 527 Marentette Avenue in accordance with all applicable policies, requirements, and provisions contained within the Downtown Windsor Enhancement Strategy and Community Improvement Plan; and,
- VII. That the CAO and City Clerk **BE AUTHORIZED** to sign the Building/Property Improvement Tax Increment Grant Program agreements at 0, 507, 527 Marentette Avenue to the satisfaction of the City Planner as to content, the City Solicitor as to legal form, and the City Treasurer as to financial implications; and,
- VIII. That the City Treasurer **BE AUTHORIZED** to issue payment of \$20,000 for grants under the New Residential Development Grant Program for 0, 507, 527 Marentette Avenue to Fouad Badour upon completion of the eight (8) new residential units subject to the satisfaction of the City Planner and Chief Building Official; and,
- IX. That Grant funds in the amount of \$20,000 under the New Residential Development Grant Program **BE TRANSFERRED** from the CIP Reserve Fund 226 to the City Centre Community Development Planning Fund (Project #7011022) when work is completed; and,
- X. That the approval to participate in the Building/Property Improvement Tax Increment Grant Program **EXPIRE** if the grant agreement is not signed by applicant within one year following Council approval. The City Planner may extend the deadline for up to one year upon request from the applicant; and,



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- XI. That should the new residential units not be completed in two (2) years, City Council **AUTHORIZE** that the funds under the New Residential Development Grant Program be uncommitted and made available for other applications.

Carried.

Report Number: SCM 9/2024 & S 165/2023 8.5

Clerk's File: SPL2023

*Anna Ciacelli*

Deputy City Clerk  
February 20, 2024

### Department Distribution

Josie Gualtieri	Financial Planning Administrator
John Revell	Chief Building Official
Neil Robertson	Deputy City Planner - Growth
Wira Vendrasco	Acting City Solicitor
Carolyn Nelson	Manager, Property Valuation & Administration. Taxation, Treasury & Financial Projects
Lori Gregg	Deputy Treasure, Taxation, Treasury & Financial Planning
Janice Guthrie	Commissioner, Finance and City Treasurer
Jelena Payne	Commissioner, Economic Development
Joe Mancina	Chief Administrative Officer
Thom Hunt	City Planner



## Council Report: S 88/2024

**Subject: Amendment to Sign By-law 250-04 for 2545 Howard Avenue,  
File No. SGN-001/24 - Ward 10**

**Reference:**

Date to Council: August 6, 2024

Author: Stefan Fediuk

Sr. Urban Designer

519-255-6543 ext.6025

Planning & Building Services

Report Date: July 9, 2024

Clerk's File #: SB2024

**To:** Mayor and Members of City Council

**Recommendation:**

- I. THAT the application for a Site Specific Amendment to By-law 250-2004, being a by-law respecting signs and other advertising devices in the City of Windsor, as amended (the "Sign By-law"), to allow for the installation of an Electronic Changing Copy Billboard Ground Sign on the private property at 2545 Howard Avenue, **BE APPROVED**; and,
- II. THAT Schedule "E" – "Special Provisions for Individual Signs" of the Sign By-law **BE AMENDED** by adding the following as a new section E. 22:

**E. 22** Despite the provisions of this By-law, that a BILLBOARD SIGN, that is both a GROUND SIGN and an ELECTRONIC CHANGING COPY SIGN, may be constructed on the property located west of Howard Avenue, east of Doty Place and south of the CP Rail Line underpass, subject to the following conditions:

- a. That the BILLBOARD SIGN does not include FLASHING ILLUMINATION, and that changing of the ELECTRONIC CHANGING COPY does not occur at intervals of less than 10 seconds;
- b. That the manufacturer of the BILLBOARD SIGN confirm compliance with the lighting restrictions in accordance with Section 3 for electronic message signs;
- c. That the BILLBOARD SIGN does not have any animation including scrolling letters, television or video message, or any moving sign message objects;
- d. That the illumination intensity of the BILLBOARD SIGN complies with subsection 3.3.1.(c) of this By-law, and that the brightness of the BILLBOARD SIGN be automatically controlled with an ambient light photo-sensor; and



- e. That the BILLBOARD SIGN will only be illuminated between the hours of 6am and 11pm; and,

III. THAT the City Solicitor **BE DIRECTED** to prepare the by-law to amend the Sign By-law.

### **Executive Summary:**

N/A

### **Background:**

The proposed site, currently located at 2545 Howard Avenue, is situated south of the CP Rail line underpass at Howard Avenue, bounded by Howard Avenue on the east, and Doty Place to the south and west. The applicant is looking to install a new Electronic Change Copy Billboard Ground Sign, located centrally on the property (Appendix "B").

This location, as depicted in Appendix "A," is subject to the City of Windsor Sign By-law 250-2004. The proposed sign is classified as a BILLBOARD GROUND SIGN utilizing an ELECTRONIC CHANGING COPY Sign Face. The sign is regulated by Section 6.3: Regulations for BILLBOARD GROUND AND WALL SIGNS. The proposed sign falls within the permitted locations for Billboard Signs as outlined in Sign Bylaw Section 6.3.2 (vi) Howard Avenue, between the Canadian Pacific Railway Underpass and Cabana Road East.

An application for a site-specific Amendment to the Sign Bylaw was received by the Building and Planning Department, for relief from City of Windsor Sign By-law, related to Section 6.3.17.iii PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS minimum distance within 300m of any residential use or SENSITIVE USE, where SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building.

### **Discussion:**

In March 2022, Media Resources International, through Permit World contacted the City of Windsor's Building & Planning Departments with a proposal to erect a third party Electronic Change Copy Billboard sign at the vacant lot at 2545 Howard.

While the lot maintains a Howard address, the lot's frontage is actually along Doty Place as a result of the grade separation resulting from the underpass for the CP Rail Line. Under the Sign Bylaw for Billboards prior to May 27, 2024, the original proposal resulted in four variances and restrictions related to offsets from both Howard Avenue, Doty Place and controlled intersections, as well as to residential districts.

At the February 27, 2023 Council Meeting, Council through CR103/2023 DHSC 477 approved a one-year moratorium on new billboard sign permits. As a result, the application was placed on hold until the Sign Bylaw related to Billboard Signs was Amended.

In consultation with Urban Design and Transportation Planning, the applicant and the property owner has opted to reapply under the Amended Sign Bylaw (CR 93-2024) to reduce the number of variances from four down to one prohibition. Though variances would be heard through the Committee of Adjustment process, Prohibitions can only be approved by Council through a site-specific Sign Bylaw Amendment.

The applicant is seeking a site-specific amendment to the Sign Bylaw for 1 prohibition.

***PROHIBITION for ELECTRONIC CHANGE COPY BILLBOARDS:***

Restrictions related to Section 6.3.17 states that, “No part of any **ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN** shall:

- iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building.”*

The applicant has proposed to erect the billboard sign approximately 73m from Residential Uses east of Howard Avenue. This would constitute a relief of 227m, or 75.6% of the regulation.

In total 95 residential homes lie within the 300m area east of Howard Avenue bounded by CP Rail tracks to the north, to midblock west of Lilian Avenue along South Pacific Avenue, Brazil Avenue, and Eugenie Street East. The proposed Electronic Change Billboard would not be visible to residences along Brazil Avenue or south of Brazil Avenue due to the commercial buildings found along the east side of Howard Avenue. The Billboard sign may be visible to approximately seven houses at the western end of South Pacific Avenue.

An additional 11 residences lie north of the CPR Tracks; however, the grade separation would provide a significant blockage of the visibility of the proposed billboard.

There are no known residential uses west of the proposed billboard sign.

As outlined in the Rationale prepared by the applicant (Appendix “C”), the applicant has reduced the total height from 9.0m to 8.3m to ensure the light emitted from the billboard has better blockage from the existing commercial buildings to not impact the residential properties east of Howard Avenue. In addition, the applicant is proposing that the Billboard will not be illuminated (operational) between the hours of 11pm and 6am to reduce the impact to the nearby residences. A light analysis summary has also been prepared, demonstrating a maximum increase in ambient light levels of 0.3lux for the closest residential properties; 0.3 lux is equivalent to a 60w light bulb at 14m away. The sign will be continuously monitored and tracked to ensure illumination levels do not exceed permitted intensities.

**Risk Analysis:**

Amending the Sign Bylaw to allow this sign to be installed at this location will create a challenging precedent for the City to enforce aspects of the Sign Bylaw especially with respect to setbacks from residential uses. Several Electronic Change Copy Billboard

Sign Permit Applications have been received by the Building & Planning Department for review. All have variances or Sign Bylaw Amendments required. Many still being reviewed have similar non-compliances to this application. Council's decision regarding this application can impact the direction for many of those applications.

## **Climate Change Risks**

### **Climate Change Mitigation:**

Light pollution is a contributing factor to climate change and light levels for LED display signs are regulated by the Sign Bylaw. Automatic brightness controls even out the illumination levels related to the ambient light surrounding the signage. Currently, the Sign By-law does regulate the brightness of illuminated signs in Section 3.3 Illumination Regulations, however the vary nature of Illuminated Electronic Change Copy Billboard Signs will create light pollution as they cannot be full cut-off as per CR228/200 Lighting Intensity Standards Study.

In addition, the applicant has agreed to restrict the illuminated hours of operation from 6am to 11pm to accommodate Dark Sky Friendly practices.

### **Climate Change Adaptation:**

LED technology has proven more energy efficient than traditional static lighting. With climate change and increasing strain on natural resources, limiting carbon footprints is essential. Electronic Change Copy Billboard Signs help to reduce the amount of poster waste entering our landfills and recycling plants, but however have other risks from climate perspectives.

### **Financial Matters:**

There are no direct matters of financial consequence to the Corporation of the City of Windsor arising from the recommendations of this application for an amendment

### **Consultations:**

Several municipal departments were circulated for consultation and comments, including: Transportation Planning, Traffic Operations, Engineering, Planning and Building Services, Windsor Police Services, and the Legal Department, to address the variances, restrictions and prohibitions, related to this proposal.

### **Conclusion:**

The applicant has worked with City Administration since the original application in April 2022, to provide a rational proposal that reduced the number of non-compliances originally proposed. It is Administration's opinion that applicant has demonstrated that the impact to the residential community will be minimized through the technology being utilized and the restricted hours that this Electronic Billboard Sign will be operated.

Therefore, it is Administration's opinion that Council should approve the proposed site-specific amendments related to the proximity to the residential uses east of Howard

Avenue, limited to static messages only, which change at a rate of 10 second intervals, illumination regulations Subsection 3.3. of the Sign Bylaw, and will only be illuminated between the hours of 6am and 11pm daily.

**Planning Act Matters:**

N/A

**Approvals:**

Name	Title
Stefan Fediuk	Senior Urban Designer / Landscape Architect
Jason Campigotto	Deputy City Planner - Growth (A)
Neil Robertson	City Planner / Executive Director - Planning and Development Planner
Kate Tracey	Senior Legal Counsel
Wira Vendrasco	City Solicitor
Jelena Payne	Commissioner of Economic Development
Joe Mancina	Chief Administrative Officer

**Notifications:**

Name	Address	Email

**Appendices:**

- 1 APPENDIX A - Neighbourhood Map
- 2 APPENDIX B - Proposed Sign & Location
- 3 APPENDIX C - Rationale





# NEIGHBOURHOOD MAP - SGN-001/24

APPLICANT: PERMITWORLD BILLBOARD



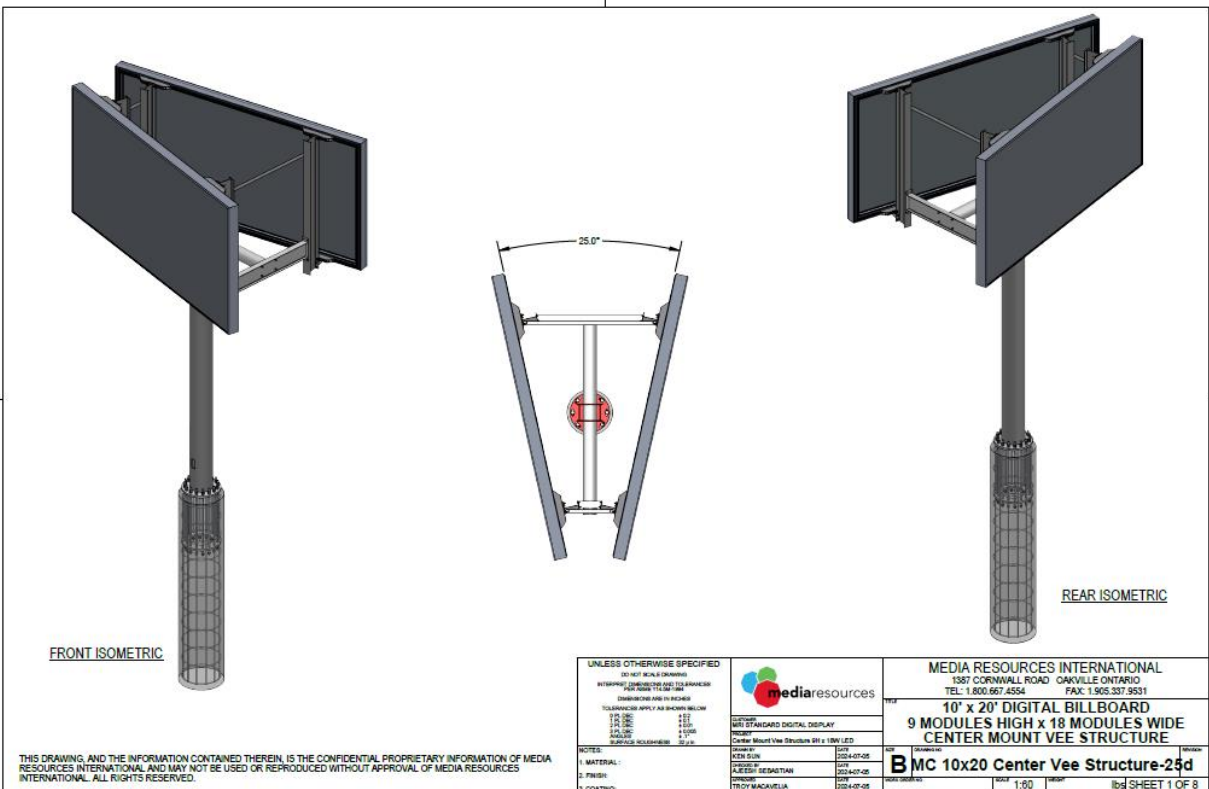
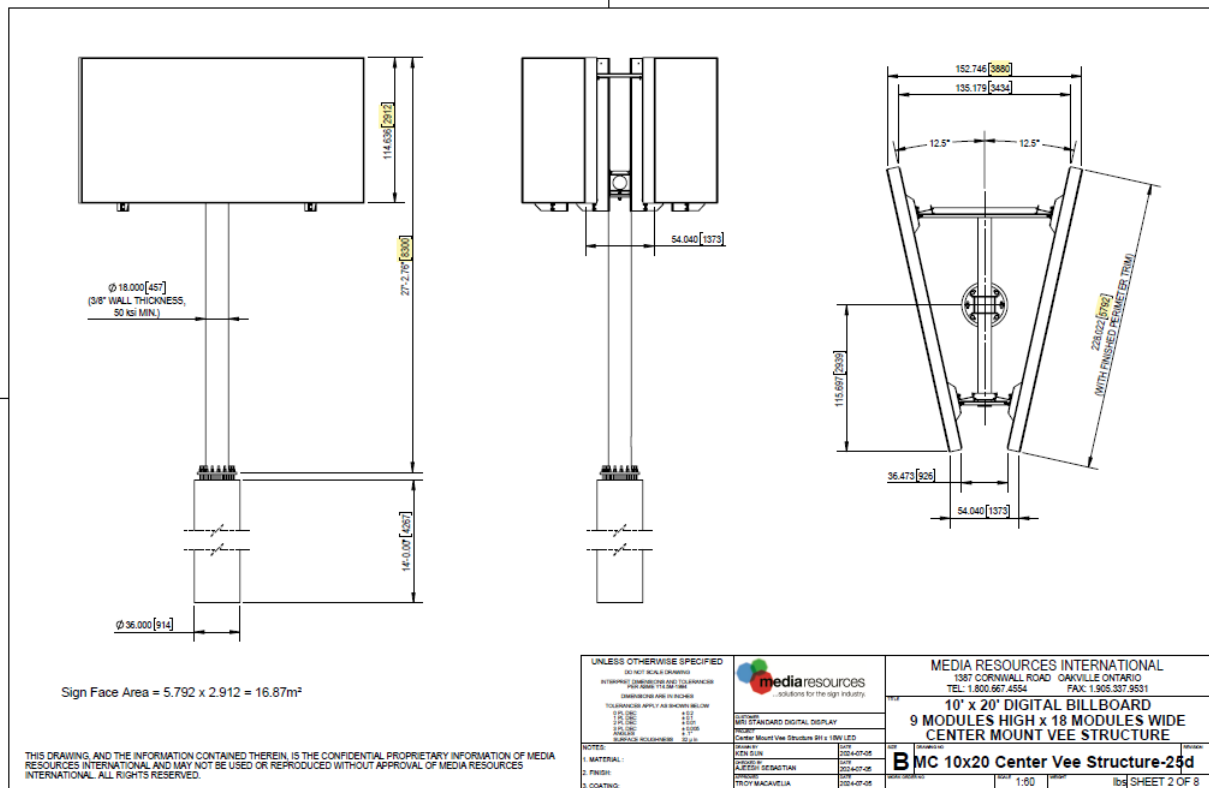
SUBJECT LANDS





# APPENDIX "B"

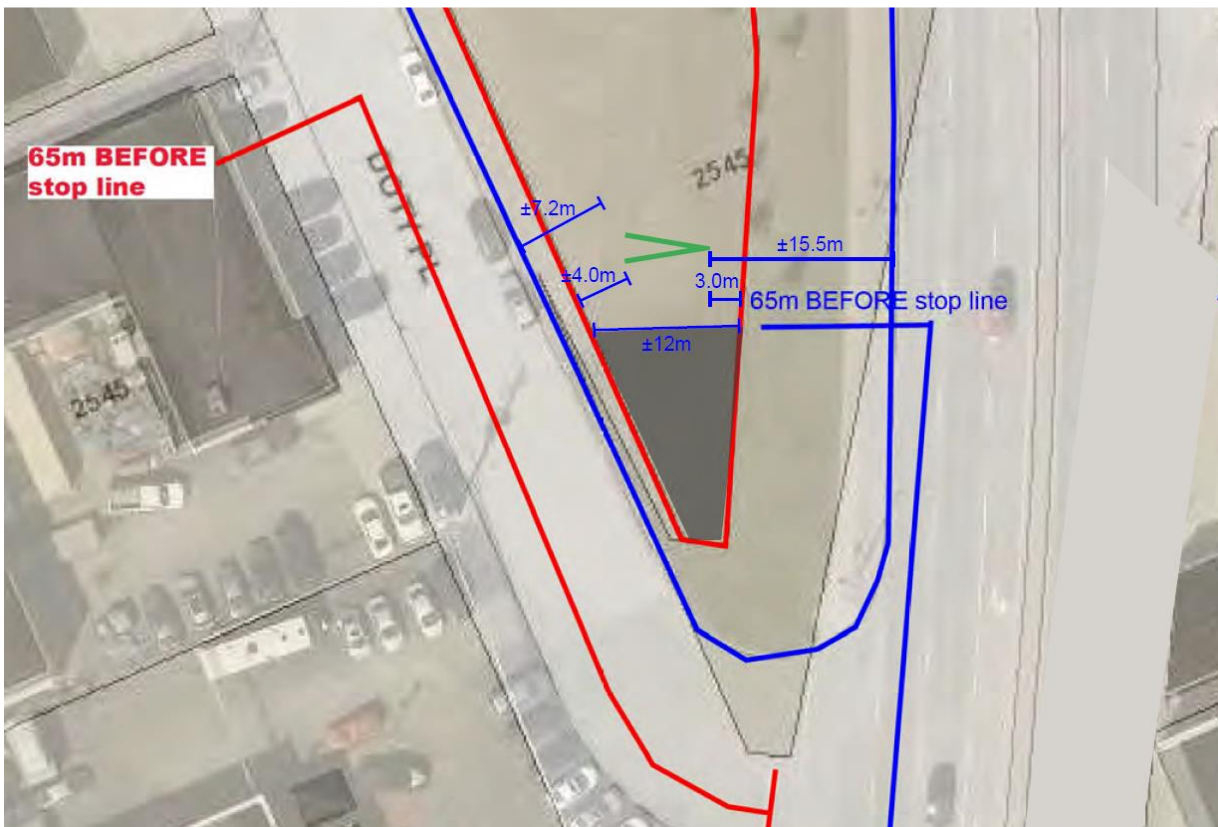
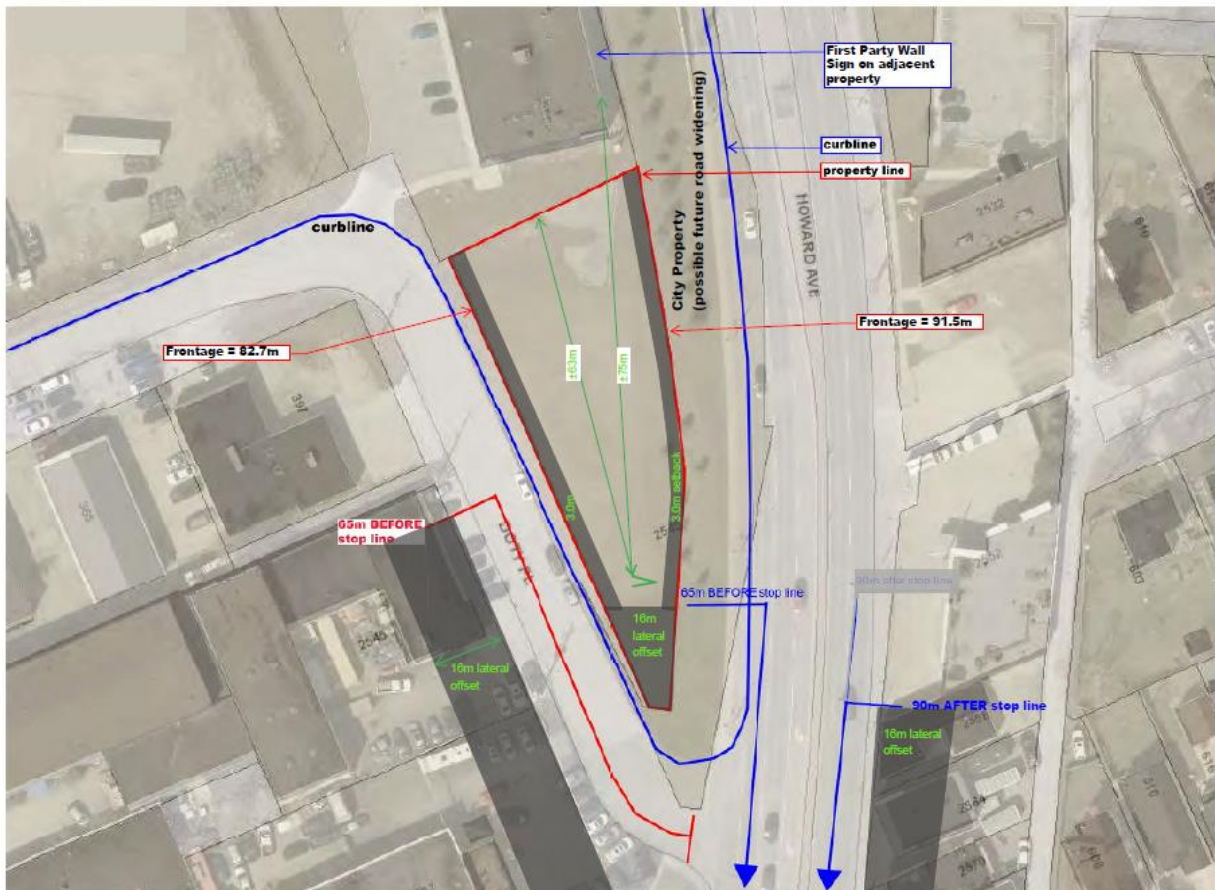
## SGN-001/24 Proposed Electronic Billboard Sign and Site Plan







# **APPENDIX "B"** **SGN-001/24 Proposed Electronic Billboard Sign and Site Plan**



July 18, 2024

City of Windsor  
Planning Department  
350 City Hall Square West  
Windsor, Ontario N9A 6S1

Dear Members of Staff,

**Re: Sign By-Law Amendment for 1 Electronic Billboard sign at 2545 Howard Ave**

We kindly request your support for our application to install one V-shaped, electronic billboard ground sign at this location. The proposed sign face will be 5.79m in width and 2.91m in length, with a total height of 8.3m from the grade.

**VARIANCE**

A variance to the sign bylaw has been identified as follows:

**6.3.17 Prohibitions for ELECTRONIC CHANGE COPY BILLBOARDS**

No part of any ELECTRONIC CHANGE COPY BILLBOARD GROUND or WALL SIGN shall:

- iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building,

The proposed sign fulfills nearly all the criteria of the sign bylaw, which consists of approximately 27 requirements, with the exception of one. A table of compliances has been included as Appendix A.

**As per Council Report S 116/2023, Concern #2b – Setbacks from Sensitive Uses**

*The intent of the greater setback for ECCs was to ensure that the constant illumination would not impact residents negatively, especially during normal sleeping times.*

The proposed sign will be turned off between 11pm and 6am daily which will ensure that the illumination has no negative effect on residents especially during these normal sleeping times. Additionally, the sign height has been reduced from 9.0m to 8.3m to further ensure that the visibility of the sign faces to the residential properties to the south and east are blocked by the existing commercial buildings.

The sign will not exceed 300 nits between sunset and 11pm or 5000 nits between 6am and sunset which is industry standard and will not display any flashing or animation.

To further ensure that there will be no negative effect on the surrounding properties, we have had a Light Analysis completed for this location. The full report has been included as Appendix B. We urge you to review the report in its entirety to better understand the technology that is being utilized in this situation.

#### Light Analysis Summary

- The proposed sign will be equipped with an ambient light sensor. This will allow the illumination output of the board to be adjusted automatically based on brightness of the day. As it gets darker, the illumination level of the board will be reduced to control the perceived brightness.
- The sign will be continuously monitored to ensure that the illumination levels are within range at all times.
- A maximum increase in ambient light levels of 0.3lux is considered inconsequential by many cities and townships in North America. This is typically considered the maximum acceptable increase in ambient light in relation to residential use properties.
- A 0.3lux is equivalent to a 60W light bulb 14 metres (46') away.
- The increase in ambient light for any residential property that has visibility of the proposed sign will not exceed 0.28lux.

#### Surrounding Area

The properties immediately to the east of the proposed sign will have no visibility of the proposed sign faces due to the orientation of the sign. There will be no noticeable increase in ambient light levels on these properties.

The properties to the north-east and south-east could have some visibility of the proposed sign however, this would be viewed across Howard Ave, which is a 4 lane high traffic street with industrial/commercial properties on both sides of the road. There are light standards on both sides of the street which will have a greater impact on ambient light levels than the proposed sign. In addition, many of the commercial businesses that are between the proposed sign and the residential properties have illuminated ground signs.



The properties to the south-east are further blocked from viewing the proposed sign by the existing commercial businesses and the fact that the sign height has been reduced to 8.3m to reduce visibility beyond Howard Ave.

**Is it desirable for the appropriate development use of the land, building, or structure?**

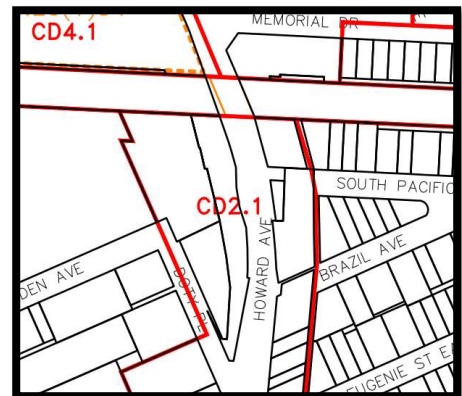
The sign bylaw specifies that billboard ground signs only be permitted within a commercial or manufacturing district where they abut one of the specified streets. This property is commercially zoned with all the immediately adjacent properties being a combination of commercial or manufacturing. Howard Ave is named as one of the streets on which billboard ground signs are permitted and remained so with the amendment to the sign bylaw.

This property is undeveloped and is under the same ownership as 2525 Howard Ave which houses a robotics engineering firm. The proposed sign is appropriate in scale and location for this property as well as for this commercial corridor.

**Is the general intent and purpose of the zoning bylaw being maintained?**

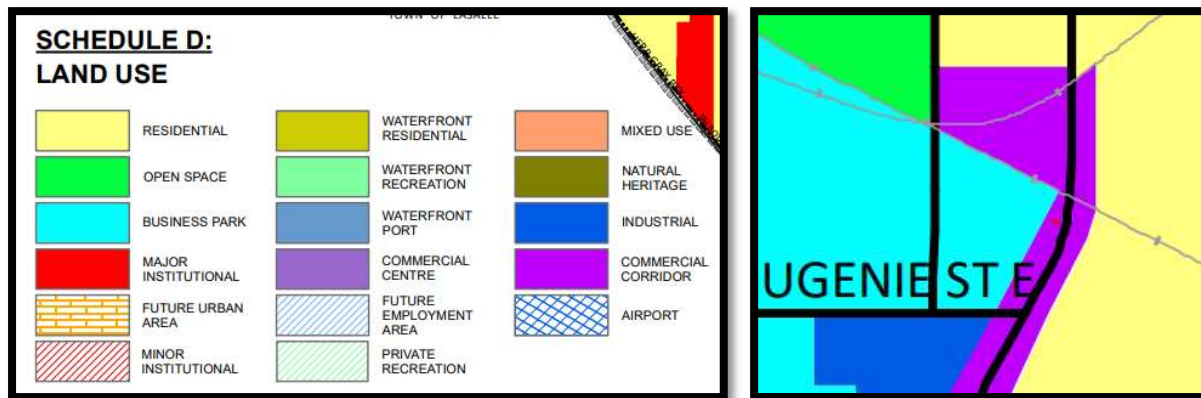
As per the City of Windsor Zoning Bylaw, the property is zoned CD2.1 – Commercial Districts (General).

CD2.1 is among the zoning designations in which a billboard ground sign is permitted. The proposed sign does not contravene any regulations in the zoning bylaw and conforms to the maximum building height and minimum setback requirements.



**Is the general intent and purpose of the Official Plan being maintained?**

As per the Official Plan Land Use map, 2545 Howard Ave is designated as Commercial Corridor and is located in the Remington Park Planning District.



“Our city is built on relationships – between our citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together.” – Section 3.1 – Official Plan Mission Statement

The Urban Design objective within the City of Windsor’s Official Plan dictates that *Council will ensure that the number, location and design of signs and fixtures such as utilities and other service installations relate to the character of the surrounding neighbourhood and do not obstruct movement within the right-of-way.*

The proposed sign is in keeping with the recommendations in the Official Plan and will enhance the existing streetscape while maintaining a reasonable setback from the right-of-way.

We are respectfully requesting your support in this matter. If you require any additional information or have questions, feel free to contact the undersigned.

Yours sincerely,

**Shawna Petzold**  
General Manager

Permit World Consulting Services Inc.  
57 William St. W. | Waterloo, ON | N2L 1J6  
519-585-1201 x 101 | [spetzold@permitworld.ca](mailto:spetzold@permitworld.ca)  
[www.permitworld.ca](http://www.permitworld.ca)

## APPENDIX A

<b>Regulation</b>	<b>Compliant</b>	<b>Comments</b>
BILLBOARD GROUND or WALL SIGN shall be permitted only on a lot within a Manufacturing District or a Commercial District, provided that such lot abuts one of the following STREETS and the proposed Billboard Sign is oriented to be primarily visible from traffic on that street:	Yes	Property is Zoned CD2.1 Sign abuts Howard Street and is oriented to be visible to traffic travelling on Howard.
THIRD PARTY ADVERTISING SIGN or INFORMATION SIGNS	Yes	Third Party Advertising Sign
One (1) BILLBOARD SIGN of any type per lot where: i) a) No FIRST PARTY ADVERTISING SIGN, including GROUND SIGNS and WALL SIGNS, currently exists, or a) If two (2) or more FIRST PARTY ADVERTISING SIGNS that are GROUND SIGNS have been authorized for the lot in accordance with this Bylaw, then one (1) of the existing FIRST PARTY ADVERTISING SIGNS may be replaced by a maximum of one (1) BILLBOARD SIGN; ii) The allowed cumulative total sign face area of all FIRST PARTY ADVERTISING SIGNS will not be exceed the Maximum Total Sign Face Area through the introduction of a BILLBOARD SIGN; and, iii) There are no variances on the property to exceed the maximum allowable number of SIGNS or the MAXIMUM SIGN FACE AREA on the property.	Yes	1 billboard ground sign There is no other signage on this lot.
Number of SIGN FACES (for BILLBOARD GROUND SIGN) i) One (1) Single and/or double sign faces or ii) One (1) 'V'-shaped Sign with an interior angle of less than or equal to 90 degrees.	Yes	Sign is V-shaped with an interior angle of 25 degrees.
Maximum sign height is 9.0m above grade	Yes	Proposed sign is 8.3m in height
22.0 m2 per SIGN FACE	Yes	Proposed sign area is 16.87m <sup>2</sup> /side
100% required for ELECTRONIC CHANGING COPY SIGNS	Yes	100% Electronic Changing Copy

A maximum of five percent (5%) of the permitted total SIGN FACE AREA may extend beyond the main panel of the SIGN FACE of a POSTER BILLBOARD SIGN or, Not Permitted on ELECTRONIC CHANGING COPY SIGNS	Yes	Sign does not have a sign face extension.
Not Permitted	Yes	Sign will not be animated or employ rotation
NON-ILLUMINATED, or EXTERNAL ILLUMINATION of a POSTER BILLBOARD SIGN or, INTERNAL or DIGITAL ILLUMINATION of an ELECTRONIC CHANGING COPY SIGN	Yes	Sign will be internally illuminated.
Confirmation that all inspections have been satisfied	Yes	All inspections will be completed as required.
Sign Permit is required	Yes	We have applied for a sign permit
i. Be ERECTED within 6.0 m of the intersection of a DRIVEWAY, ALLEY or ACCESS LANE with any PUBLIC ROAD ALLOWANCE	Yes	Sign is not within 6.0m of any intersection
ii. Be ERECTED within 30.0 m of any FIRST PARTY ADVERTISING GROUND or WALL SIGN erected on the same LOT or on an abutting LOT;	Yes	Proposed sign is ±55m from the first party wall sign on the abutting lot to the north.
iii. Be ERECTED on a LOT with a STREET FRONTAGE of less than 30.0 m; STREET FRONTAGE means the length of the LOT LINE to which the SIGN relates dividing the LOT from a PUBLIC ROAD ALLOWANCE.	Yes	Sign related to Howard Ave. The Howard Ave frontage is ±91.5m in length
iv. Be ERECTED within 3.0 m of the PUBLIC ROAD ALLOWANCE	Yes	Sign will be a minimum 3.0m setback from the public road allowance on Howard Ave and 16.0m from the Public Road allowance on Doty Pl.
v. Be ERECTED within 3.0 m of a side lot line;	Yes	Sign will be a minimum 3.0m setback from all lot lines.
vi. Be ERECTED within 6.0 m of a rear lot line;	Yes	Sign will be ±35m from the rear lot line

vii. Be ERECTED less than 2.4 m above grade	Yes	Sign will be erected 6.09m above grade
viii. Be ERECTED within a DAYLIGHT CORNER	Yes	Sign will not be located within the Daylight Corner
ii. Notwithstanding the provisions of Section 6.3.2, no part of any BILLBOARD SIGN shall be erected closer than 300m of any Special Districts identified in Section 9 of the Sign Bylaw.	Yes	Sign will not be within 300m of any special sign district.
Regulations for POSTER BILLBOARD GROUND or WALL SIGN shall:	Not applicable	The proposed is NOT a Poster Billboard
i. Be ERECTED within a 200.0 m radius of any Poster/Paper BILLBOARD GROUND or WALL SIGN,	Yes	Nearest poster/paper board is 350m to the north on Howard at Lens Ave.
ii. Be ERECTED within a minimum distance of 500.0 m any other ELECTRONIC CHANGE COPY SIGN OR DIGITAL SIGN, and provided that the two ELECTRONIC CHANGE COPY SIGN or DIGITAL SIGN cannot be seen simultaneously in the same direction of travel	Yes	There are no electronic change copy signs within 500m of this site.
iii. Be ERECTED within 300.0m of any residential use or SENSITIVE USE, where the SIGN STRUCTURE or the SIGN FACE will be directly visible from any point of a residential use or SENSITIVE USE in any Building, or	No	Sign is ±73m from the nearest residential use.
iv. Be ERECTED within a prohibited location at a controlled intersection, pedestrian crossing or railway crossing as identified in Table 6.3.2 if an ELECTRONIC CHANGING COPY SIGN.	Yes	Sign will not be installed in a prohibited location as per the below table.
Distance BEFORE stop line required is 65m	Yes	Proposed: 85m before Howard & Eugenie Southbound
Distance AFTER the stop line required is 90m	Yes	Proposed: 105m after Howard & Eugenie Northbound



• Within 16m lateral offset on both sides of the street (measured from property line)	Yes	n/a as sign is not located in either of the above areas.
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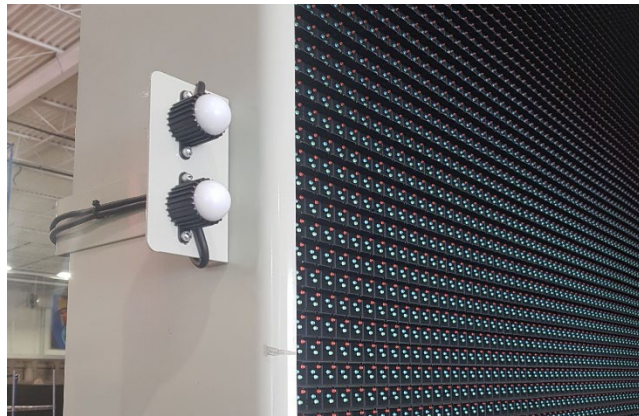
**Re: Use of digital display at 2545 Howard Ave, Windsor**

To whom it may concern,

Media Resources Inc. has been engaged by Signal Boards to review and assess the lighting impact of the proposed digital billboard installation at 2545 Howard Ave, Windsor. This document will describe the lighting impacts of our VISIONiQ SITELINE digital billboards in this specific application, and further commit a maximum luminance value of the display as observed from the nearby light-sensitive areas.

**Background on Media Resources Digital Display Ambient-Aware Brightness Controls**

During dusk, dawn, or cloudy days, the operation of the digital display according to ambient light readings is the ideal way to maintain a glare-free, light-trespass free image. Media Resources digital billboards are all equipped with factory-mounted dual photocell sensors that are redundant and capable of reading ambient brightness even if one unit suffers a hardware failure. The ambient brightness to output brightness response curves have been carefully developed into a standard to provide good readability on the display while keeping in line with the brightness of the overall visual context.



*Figure 1. Media Resources standard - dual ambient brightness measuring photocells for hardware redundancy*

During night-time, brightness control becomes critical as the digital billboards must be operated at a small percentage of its maximum brightness in order to avoid glare or light trespass. Media Resources endeavors to have the most comprehensive system of safeties and traceability for night-time brightness management. The proposed digital billboards are well equipped with modern brightness controls. Besides the redundant photocells above, a number of secondary fail-safes are also implemented including a communications watchdog (automatic reduction to night-time brightness in the event of a communication loss), and fallback to a location/season aware time-based schedule in the event of catastrophic photocell system failure. With these safety features in place, it becomes extremely unlikely for the digital billboard to operate at high brightness levels at night.

Additionally, the Media Resources Network Operations Centre can monitor brightness and recall brightness history for traceability. See Figure 2 and Figure 3 below on our internal control system for configuring brightness and recalling brightness history.

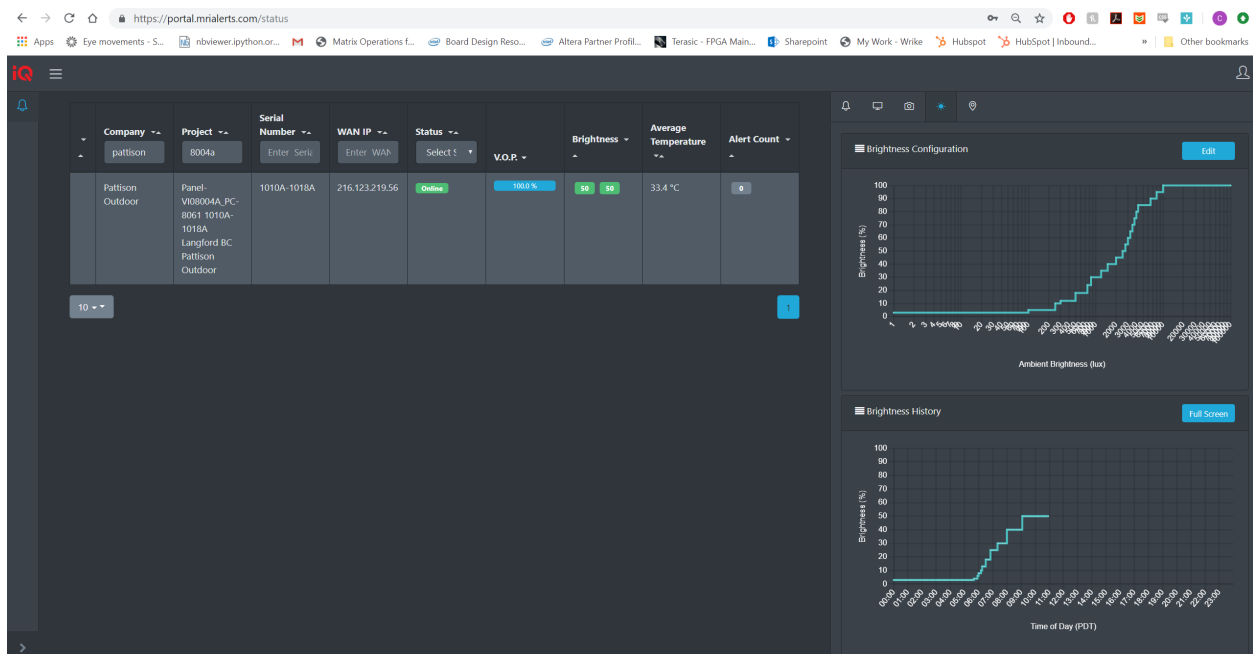


Figure 2. Media Resources web portal showing brightness configuration and history of the current day

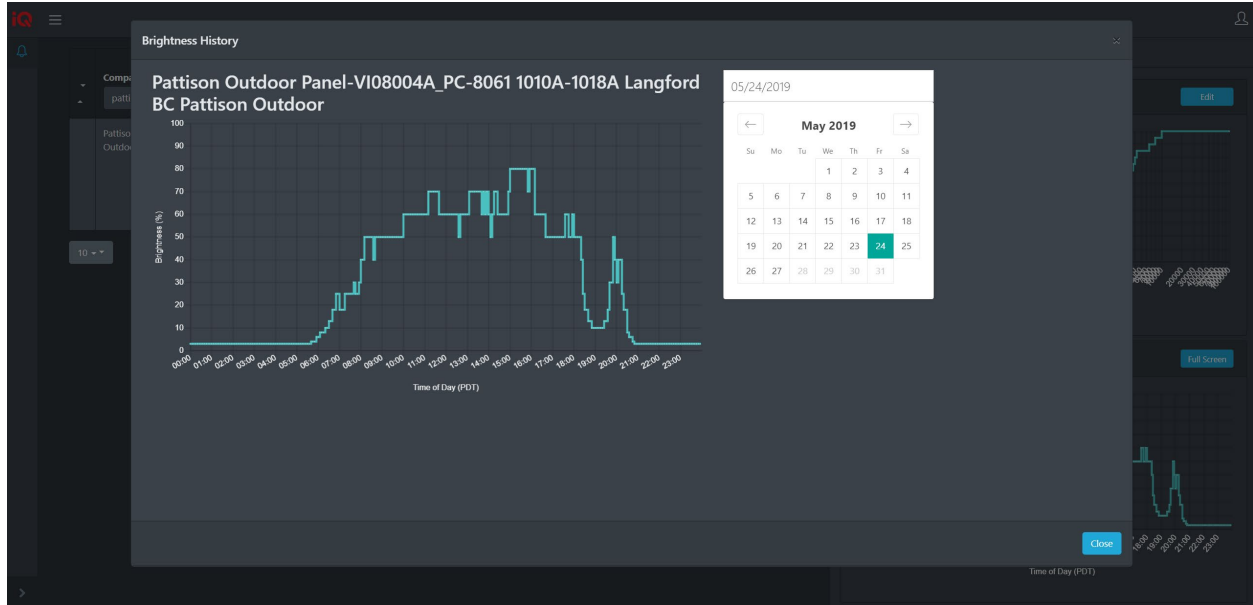


Figure 3. Media Resources web portal showing brightness history of any selected previous date. Brightness history data is logged indefinitely on Media Resources servers.

Media Resources commits to the effectiveness of this light restriction technology when deployed at 2545 Howard Avenue.

We have calculated the expected illuminance impact to surrounding areas of concern, shown in figure 6, along with a table showing lux values at various distances and angles from each face of the display. Media Resources guarantees that the display will operate within 20% of illuminance impact calculated below. If approved and constructed, we can provide on-site lighting measurements to confirm correct installation and light restriction performance.





Figure 6. Site satellite photo overlay of distances and angles from proposed digital billboard site, corresponding to calculated illuminance figures in lux provided in Table 1.

Site Calculations - VIQ STANDARD 300 NITS									
	Measurement Angle								
Distance (M)	-80°	-60°	-40°	-20°	0°	20°	40°	60°	80°
50	0.270lux	0.882lux	1.991lux	2.69lux	2.832lux	2.69lux	1.991lux	0.882lux	0.270lux
100	0.069lux	0.226lux	0.514lux	0.698lux	0.741lux	0.698lux	0.514lux	0.226lux	0.069lux
150	0.031lux	0.101lux	0.23lux	0.312lux	0.333lux	0.312lux	0.23lux	0.101lux	0.031lux
200	0.017lux	0.057lux	0.130lux	0.176lux	0.188lux	0.176lux	0.130lux	0.057lux	0.017lux
250	0.011lux	0.036lux	0.083lux	0.113lux	0.121lux	0.113lux	0.083lux	0.036lux	0.011lux
300	0.008lux	0.025lux	0.058lux	0.078lux	0.084lux	0.078lux	0.058lux	0.025lux	0.008lux

Table 1. Site calculations in lux based on MRI VIQ Standard Modules.



### **Facing North Display MRI P13.3 RGB Modules**

In terms of illuminance at the nearest point of concern, the properties on S Pacific Avenue, located at approximately -20 to -40 degrees from the sign, and 150M from the sign face direction. At this location the calculated lux value is approximately 0.20 lux. This is less than the recommended lux value of 0.3lux, or equivalent to a 60W light bulb 18M away.

The recommended lux value of 0.3lux is based on the allowable lux amounts used by many cities and townships in North America, this value is used to keep light impacts at acceptable amounts during nighttime.

### **Facing South Display MRI P13.3 RGB Modules**

In terms of illuminance at the nearest point of concern, the properties on Eugenie Street East, located at approximately 20 to 40 degrees from the sign, and 100M from the sign face direction. At this location the calculated lux value is approximately 0.3 lux. This is less than the recommended lux value of 0.3lux, or equivalent to a 60W light bulb 14M away. This property also has multiple buildings between it and the sign face reduction, resulting in the lux value to be lower than 0.28 lux, though this is not accounted in the models used when calculating lux values.

The recommended lux value of 0.3lux is based on the allowable lux amounts used by many cities and townships in North America, this value is used to keep light impacts at acceptable amounts during nighttime.

### **In Conclusion:**

Facing North display has low concern for lighting impact to nearby residential zones.

Facing South display has low concern for lighting impact to nearby residential zones.



1-800-667-4554  
1387 Cornwall Rd.  
Oakville, ON L6J 7T5  
mediaresources.com

We are always committed to the responsible application of LED digital technology and are happy to engage with regulatory stakeholders at any time. Please feel free to contact us if you have any questions.

Sincerely,

**Anthony Knight**  
Product Implementation Specialist  
Media Resources Inc.  
(289) 681-0035  
aknight@mediaresources.com