

# Memo

To: Adam Szymczak, Senior Planner - Development  
City of Windsor

From: Mike Walters

cc: Rukma Ramdenee – Dillon Consulting Limited  
Karl Tanner - Dillon Consulting Limited  
Josh Burns – Fortis Group

Date: April 2, 2026

Subject: Astoria Development (3771, 3783, 3793 Howard Avenue), Windsor  
Offset Driveway Review

Our File: 24-8888

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## 1.0 Background

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Astoria Inc. is proposing a residential development at 3771, 3783, and 3793 Howard Avenue in the city of Windsor. As part of an application for a Zoning By-law Amendment (ZBA) and Official Plan Amendment (OPA), the City of Windsor requested several technical studies, including a transportation impact study. A transportation impact study was prepared in 2025 to support the ZBA application.

Since then, the City of Windsor has raised concerns about the proposed location of the driveway which would serve the development. Even though a site driveway location is typically a site plan control issue, the City of Windsor stated in its January 30, 2026 letter that *"this is a matter that must be dealt with during the OPA/ZBA applications and not pushed to Site Plan Control."*

Following the submission of the 2025 transportation impact study, discussions were held with transportation staff at the City of Windsor to gain further clarity on the City's concerns related to the proposed driveway location.

On October 17, 2025 a meeting was held with City transportation staff to discuss the proposed driveway location. At that meeting, City staff requested that the proposed site driveway be aligned with the Lily Mac Boulevard intersection with Howard Avenue; essentially creating the fourth leg to this intersection. Dillon indicated that the width of Lily Mac Boulevard is approximately 18 metres wide (due to a large centre median island, which is approximately 10 metres wide). As such, to align the site driveway lanes with the Lily Mac Boulevard lanes, would require a site driveway for the Astoria development that is also 18 metres wide. City staff confirmed during that meeting that the City cannot issue a permit for a site

driveway that wide and the proposed site access (per the attached site plan) is in keeping with current City driveway standards.

As a follow up to the October 2025 meeting, City transportation staff sent an email on January 5, 2026 requesting "... a brief comparison of the number of conflict points for the two scenarios:

1. *Proposed access location, and*
2. *Access aligned with Lily Mac."*

This review of conflict points was shared with the City of Windsor at a meeting on March 13, 2026, and emailed again to City staff on March 23, 2026.

On March 31, 2026, a meeting was held with City of Windsor staff to further discuss the proposed driveway location. City staff requested that Dillon provide a memorandum summarizing the points discussed at the meeting which are supporting the position to keep the proposed driveway in an offset location, as opposed to aligned with Lily Mac Boulevard.

This memorandum is intended to serve that purpose.

## 2.0 Proposed Driveway Location

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### 2.1 Driveway Width

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As discussed at the meeting with City staff on March 31, 2026, Dillon acknowledges that the City wishes to have the proposed driveway aligned with Lily Mac Boulevard. However, as per the discussions with City staff on October 17, 2025, it became apparent that this would not be feasible. As noted above, the width of the pavement on Lily Mac Boulevard is nearly 18 metres, and to align the driveway lanes with the lanes on Lily Mac Boulevard, the driveway would need to also be 18 metres wide. This is not feasible, as City staff confirmed it would not issue a permit for a driveway that is 18 metres wide.

### 2.2 Interlocking Left-Turns

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So, it is not possible to align the site driveway with the lanes on Lily Mac Boulevard, meaning that the site driveway will be offset from Lily Mac Boulevard in some way. Offsetting the driveway to the north would create an interlocking left-turn issue on Howard Avenue, whereby northbound left-turns on Howard Avenue at a site driveway would potentially "interlock" with southbound left-turns on Howard Avenue at Lily Mac Boulevard. As a result, the site driveway will need to be offset to the south of Lily Mac Boulevard.

### 2.3 Absence of Through Traffic Across Howard Avenue

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City of Windsor staff indicated in an email on March 23, 2026 that it preferred a driveway that is aligned with Lily Mac Boulevard and specifically referenced Figure 8.9.3 (within Section 8.9.9) of the

Transportation Association of Canada's (TAC) *Geometric Design Guidelines for Canadian Roads* (GDGCR). In this section TAC notes that "the key traffic movements in the analysis are the accommodation of left turns into the opposite developments, and the inter-development traffic flow."

By offsetting the site driveway south of Lily Mac Boulevard, the left-turn movements will not interlock, and as such, the left-turn movements can operate effectively.

The "inter-development traffic flow" refers to the cross-roadway movements that would take place. In this situation, this refers to the eastbound and westbound movements across Howard Avenue between Lily Mac Boulevard and the proposed site. Given that no cross-roadway movements are envisioned between the site and Lily Mac Boulevard, concerns regarding weaving vehicles across Howard Avenue, due to the offset nature of the site driveway and Lily Mac Boulevard, is rendered moot.

## 2.4 Vehicle Conflicts

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As noted above, the City of Windsor requested that a comparison of conflict points be provided for the two scenarios – for the proposed site driveway location, and an access aligned with Lily Mac Boulevard. This information was provided to the City of Windsor on March 13, 2026 and again on March 23, 2026. The information provided shows that the proposed offset driveway of 8 metres would have 12 conflict points, while an aligned location would have 24 conflict points. Conflict points can be considered an indicator of the potential safety of a location (i.e., the more conflicts, the greater the potential for safety issues to arise). So, from this perspective, the offset driveway of 8 metres would be preferred (as it results in fewer conflicts).

## 3.0 Summary

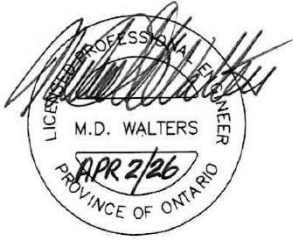
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The proposed site driveway offset (per the attached site plan) from Lily Mac Boulevard is acceptable due to the fact that:

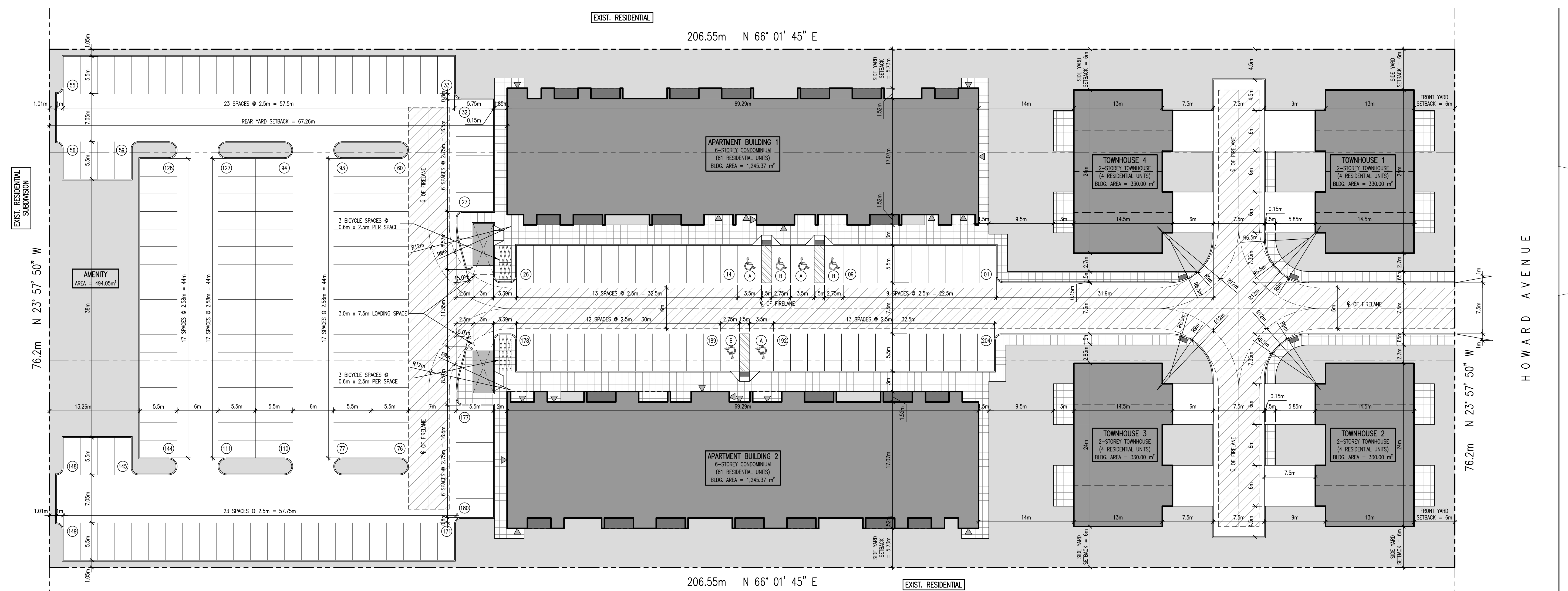
- The driveway lanes cannot be aligned with Lily Mac Boulevard due to the width of Lily Mac Boulevard itself (which is approximately 18 metres);
- The offset orientation of 8 metres to the south removes any potential for interlocking left-turns on Howard Avenue;
- There is no through traffic (i.e., cross-roadway movements) expected between Lily Mac Boulevard and the proposed site driveway which would result in weaving movements across Howard Avenue; and
- The review of vehicle conflicts indicated that the proposed offset driveway orientation results in fewer conflicts compared to a scenario where the driveway is aligned with Lily Mac Boulevard.

Yours sincerely,

DILLON CONSULTING LIMITED



Mike Walters, P.Eng.  
Transportation Engineer



2025/11/10	PLANNING REVIEW
2025/09/22	CLIENT REVIEW
2025/07/07	CLIENT REVIEW
2024/05/30	SITE PLAN CONTROL PRE-CONSULTATION

date (yyyy/mm/dd): issued for:

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project:  
**ASTORIA DEVELOPMENT**

**HOWARD AVENUE,  
WINDSOR, ONTARIO**

client:  
**FORTIS GROUP**

title:  
**SITE PLAN & SITE DATA**

scale:  
**AS SHOWN**

drawn by:  
**SJP**

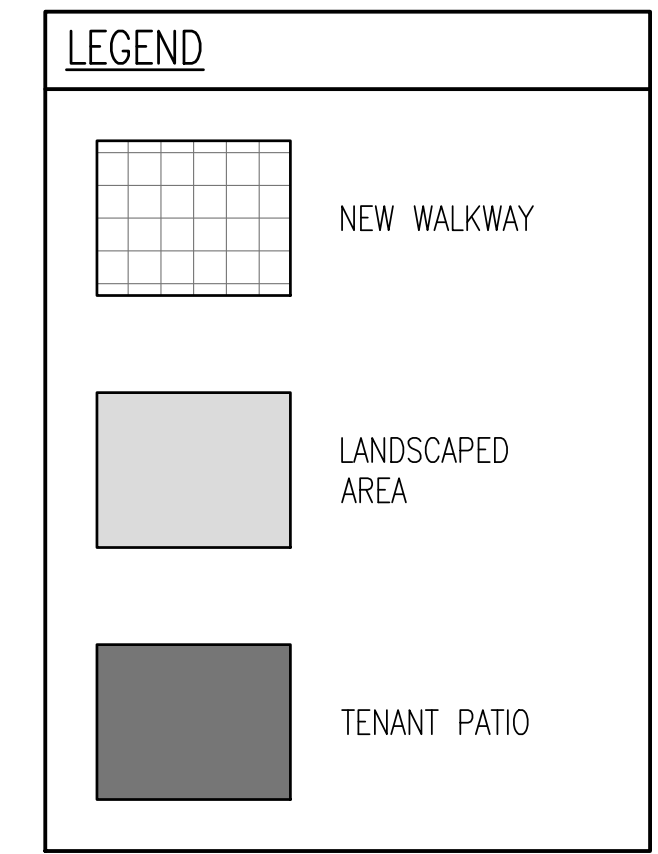
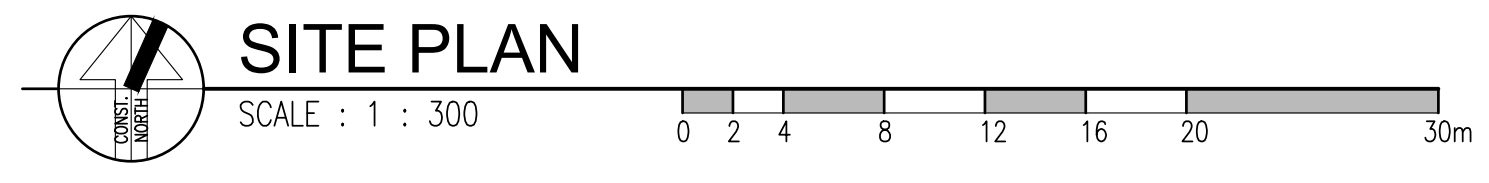
checked by:  
**SMB**

date:  
**MAY, 2024**

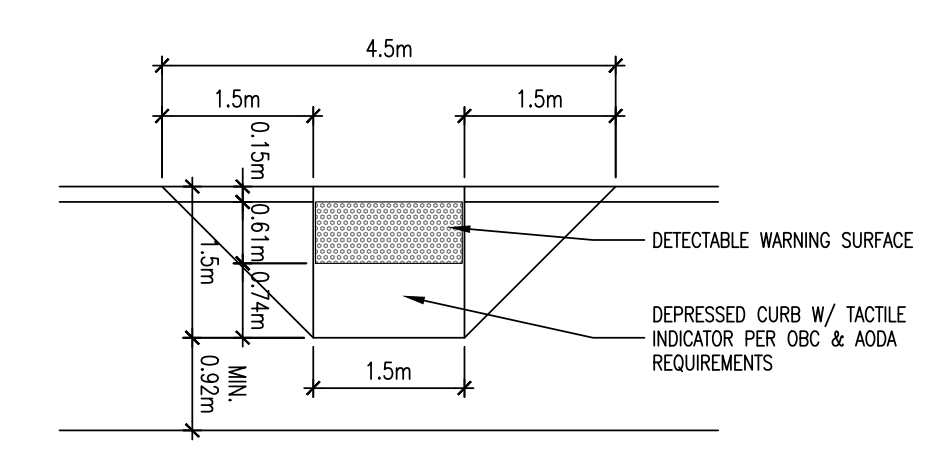
comm. no.:  
**2024-078**

sheet no.:

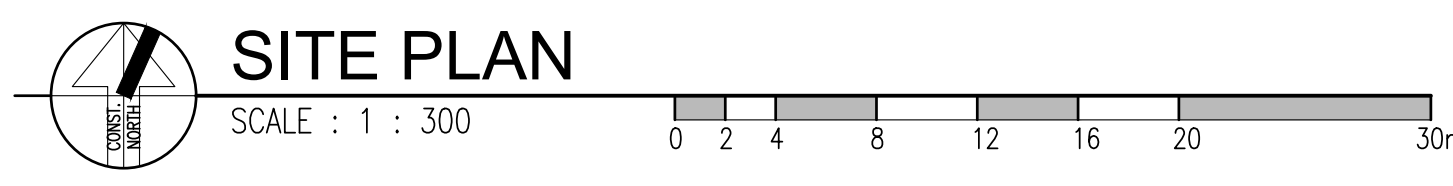
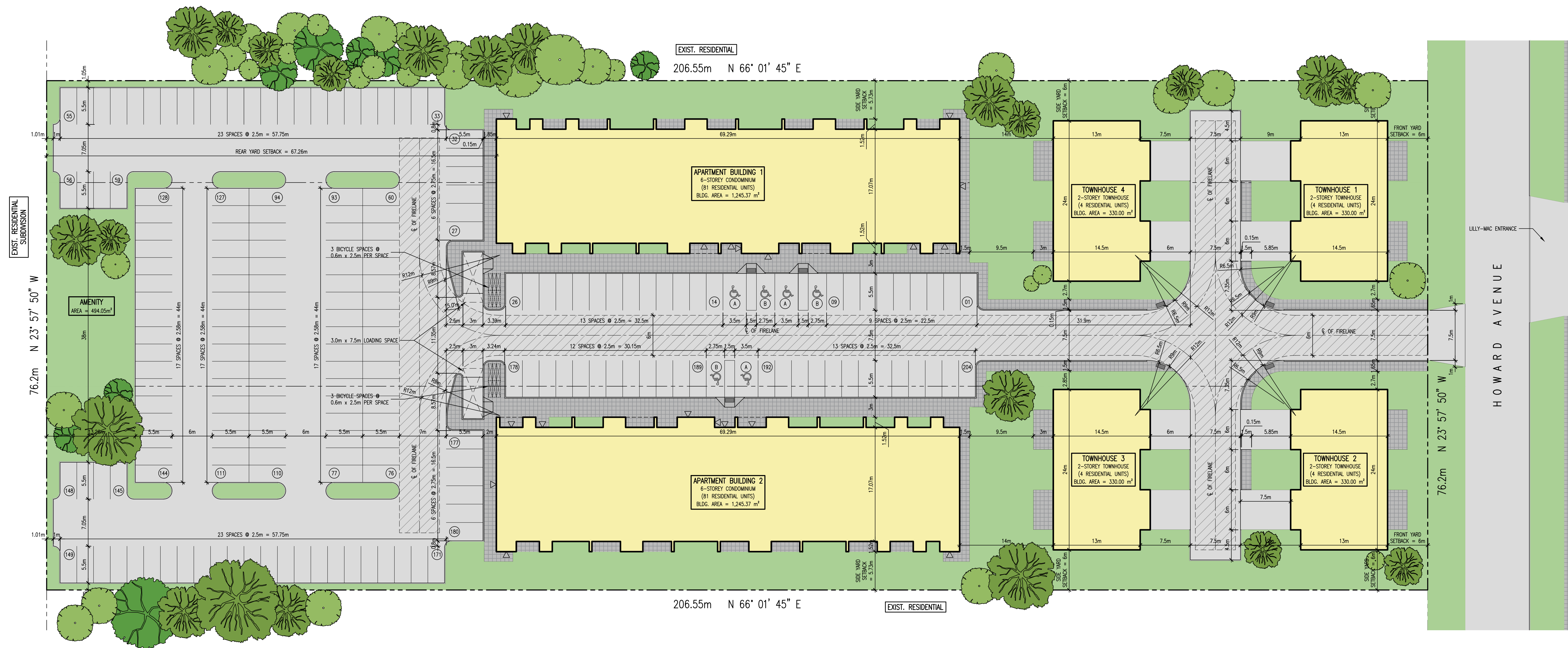
**SPC1.0**



SITE DATA MATRIX : SITE ZONING : HRD1.1		REQUIRED	PROPOSED	REQUIRED	PROPOSED
a.	LOT AREA		15,739.11 m <sup>2</sup>		
b.	BUILDING AREA				
	APARTMENT BUILDING 1		1,245.37 m <sup>2</sup>		
	APARTMENT BUILDING 2		1,245.37 m <sup>2</sup>		
	TOWNHOUSE 1		330.00 m <sup>2</sup>	101 SPACES	102 SPACES
	TOWNHOUSE 2		330.00 m <sup>2</sup>	101 SPACES	102 SPACES
	TOWNHOUSE 3		330.00 m <sup>2</sup>	15 SPACES	15 SPACES
	TOWNHOUSE 4		330.00 m <sup>2</sup>	15 SPACES	15 SPACES
	TOTAL		3,810.74 m <sup>2</sup>	202 SPACES	204 SPACES
c.	BUILDING LOT COVERAGE (%)		24.21 %		
d.	BUILDING GROSS FLOOR AREA (G.F.A.)				
	APARTMENT BUILDING 1		7,472.22 m <sup>2</sup>		
	APARTMENT BUILDING 2		7,472.22 m <sup>2</sup>		
	TOWNHOUSE 1		642.00 m <sup>2</sup>	4 SPACES	4 SPACES
	TOWNHOUSE 2		642.00 m <sup>2</sup>	4 SPACES	4 SPACES
	TOWNHOUSE 3		642.00 m <sup>2</sup>	4 SPACES	4 SPACES
	TOWNHOUSE 4		642.00 m <sup>2</sup>	4 SPACES	4 SPACES
	TOTAL		17,512.44 m <sup>2</sup>	16 SPACES	16 SPACES
e.	BUILDING HEIGHT		20.00 m		
f.	BUILDING SETBACKS				
	FRONT - EAST		6.00 m		
	REAR - WEST		22.00 m		
	SIDE INTERIOR - NORTH		5.73 m		
	SIDE EXTERIOR - SOUTH		5.73 m		
g.	NO. OF PARKING SPACES (INCLUDES HANDICAPPED SPACES)				
	APARTMENT				
	1.25 SPACES PER UNIT				
	BUILDING 1	101 SPACES			
	BUILDING 2	101 SPACES			
	VISITOR PARKING 15% OF UNIT PARKING SPACES				
	BUILDING 1	15 SPACES			
	BUILDING 2	15 SPACES			
	TOTAL	202 SPACES			
	TOWNHOUSE WITH ATTACHED GARAGE				
	1 SPACES PER DWELLING UNIT				
	BUILDING 1	4 SPACES			
	BUILDING 2	4 SPACES			
	BUILDING 3	4 SPACES			
	BUILDING 4	4 SPACES			
	TOTAL	16 SPACES			
h.	NO. OF ACCESSIBLE PARKING SPACES FOR APARTMENTS				
	TYPE A	3 SPACES			
	TYPE B	3 SPACES			
i.	NO. OF LOADING SPACES				
	MULTIPLE DWELLING	2 SPACES			
j.	NO. OF BICYCLE PARKING SPACES	11 SPACES			
k.	PAVED AREA COVERAGE		6,268.73 m <sup>2</sup>		39.83 %
l.	LANDSCAPED AREA				
	HARD		1,586.46 m <sup>2</sup>		
	SOFT		3,443.17 m <sup>2</sup>		
	TOTAL		5,029.63 m <sup>2</sup>		
	COVERAGE				31.96 %
n.	LINEAR CONCRETE CURB				896.53 m



**CURB RAMP DETAIL**  
SCALE : 1 : 75



2025/11/10	PLANNING REVIEW
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ASTORIA DEVELOPMENT

HOWARD AVENUE,  
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client:  
FORTIS GROUP

title:  
SITE PLAN & SITE DATA

scale:  
AS SHOWN

drawn by:  
SJP

checked by:  
SMB

date:  
MAY, 2024

comm. no.:  
2024-078

sheet no.:

**SPC1.0a**