

Pre-Application Consultation Meeting Notes

Property Address: 5254 Bank Street, Ottawa, ON
Pre-Application Consultation File Number PC 2022 0103
Date: May 17, 2022 Room: Virtual

Attendees: Sam Cox (Agent), Cheryl McWilliams, Damien Whittaker, Jasdeep Brar

Regrets: Mike Giampa

Subject: 5254 Bank Street

Meeting notes:

Opening & attendee introduction

- Introduction of meeting attendees
- Overview of proposal:
 - Applicant is proposing to remove the holding provision along with a zoning by-law amendment to build a new 619m structure for light industrial and personal services use.
 - The current zone is RG3 [900R]-h Rural General Industrial.
 - The applicant is seeking minor variances for parking provisions, the front yard setback, and the southern interior side yard setback.
 - Two of the smaller bays are proposed for personal service use, two medium sized bays are proposed for “automobile repair” and the larger bay reserved for the owner for “automobile repair” use.
- Projected timing including construction – not specified

Preliminary comments and questions from staff and agencies, including follow-up actions:

- Planning
 - Proposed Minor Variances may not be eligible as the zoning amendment by-law 2021-286 was passed last year, ***will follow up to determine applicability***
 - Committee of Adjustment / variances required
 - The property neighbours lands designated as sand and gravel resources and is in close proximity to a licensed quarry across Bank Street. As per Section 3.7.4 of the City of Ottawa Official Plan, sensitive land uses will not be approved within 300 metres of a Sand and Gravel Resource Area and 500 metres of a bedrock resource area, unless it can be demonstrated that such development will not conflict with future mineral aggregate extraction. Personal service businesses are considered a sensitive land use with respect to pits and quarries.
- Urban Design
 - As per Schedule C13 of the City of Ottawa Official plan, Bank Street is a Scenic Entry Route Policy 4.6.4 of the new City of Ottawa Official Plan aims to ensure that development abutting Scenic Routes contributes to conserving or creating a desirable context by means such as

- b. Preserving and restoring landscaping, including but not limited to distinctive trees and vegetation along the right of way,
- c. Orienting buildings towards the Scenic Route and providing direct pedestrian access, where appropriate; and
- d. Providing screening by way of opaque fencing or landscape buffers to hide surface parking lots or outside storage; and
- e. Managing the intensity and spill-over of lighting on adjacent parcels.

As such, tree buffering of parking areas is needed. Consider increasing the number of windows (double of what is proposed) to enhance the front façade and to add more windows or protected openings on the south façade facing or in proximity to Bank street.

- Engineering
 - Development density;
 - As stated for the re-zoning of the property it will be a challenge to develop the property and staff opposed the application; developing with a very high lot coverage makes a challenging site much, much harder
 - Surveying;
 - Civil engineering plans shall have a note that references the horizontal and vertical datums that were used, and tied into, to complete the project.
 - The drawing should also make reference (on the face of the plan) to a site benchmark that can be used by anyone with a level to carry out checks on the particular project..
 - Water pipes:
 - There is a municipal water pipe near the application, though there may not be fire-fighting provision at the address. Please have the civil consultant provide a Water Boundary Conditions request (please note that fixture counts should not be used) for further site applications at this stage.” The fire demand shall be calculated by the FUS methodology (2020) and if a construction coefficient less than 1 is proposed that a waiver will be required and the necessary componentry/design shall be demonstrated and a commence work notice shall not be provided until satisfactory assurance is given to an engineering member of the Rural Development Review unit.
 - Sanitary Sewers:
 - There are no municipal sanitary sewers adjacent to the property
 - Terrain Analysis:
 - As there are no municipal sanitary sewers adjacent the property a septic system will be needed. A terrain analysis will be needed to design the septic system and the approval from the OSSO will be needed before site plan approval is given. Please also note that thin soils may exist in the area and increased (non-standard) septic treatment is anticipated.
 - Geotechnical
 - Please note that sensitive marine clays are anticipated in the area of the proposal and, if so, enhanced geotechnical investigation and analysis will be necessary. Investigation of clays should be undertaken with vane

shear, Atterberg limits, shrinkage, size, grade raise restriction, consolidation, sensitivity, and liquefaction analysis- amongst others. Further, to maintain the desired result of the trees in clay soils policy all of the conditions of the policy need to be met.

- Please note that the 2.1 m of cover in the vicinity of the footings is sometimes a challenge as is the necessary comprehensive linkages between geotechnical, grading, parks, utilities, and trees. Thin soils exist in the area and enhanced geotechnical investigation and analysis will be necessary.
- Hydrogeological
 - A hydrogeological report may be required if a SWM pond, or similar stormwater management infrastructure, is proposed
- Storm Sewers:
 - No storm sewers exist in the area and instead there are ditches. The consultant will need to show and/or provide continuation of ditch flows.
- Groundwater:
 - Groundwater is anticipated to be high and the level is to be derived from long-term analysis (12 months, or more) or spring freshet conditions ((unfrozen ground and significant rainfall). With the high groundwater anticipated, the City advises against basements for the development.
- Noise and vibration:
 - A noise report will be required for the traffic from Bank Street, recorded on Official Plan Schedule G as an existing arterial.
- Mineral Resource Impact Assessment
 - Due to the personal service options being included a Mineral Resource Impact Assessment (MRIA) will be required- please note that removing the personal service option may not negate the need.
- Storm Water Management:
 - Stormwater management quality criteria shall follow the SNRCA's requirements- anticipated to be for 80% TSS removal. The quantity criteria for the development is that 100-year post-development shall match 2-year pre-development. LID is required as per the memo from the former MOECC (now MECP). Any existing stormwater runoff from adjacent site(s) that crosses the property must be accommodated by the proposed stormwater management design. All stormwater management determinations shall have supporting rationale. The stormwater management report shall itemize concurrence with the content

of the updated (2004) Shields Creek Subwatershed Study, as shown by Annex 2B;

- a. Thermally controlled low flow in summer, to a maximum of 23 degrees Celsius is required for an anticipated coldwater habitat (p. 6-13, sheet 114) (p. 4-53, sheet 73). It is not sufficient to merely have a bottom draw outlet.
- b. 150 mm/yr infiltration (table 5.5.1, p.5-5, sheet 84) (figure 4.3.4, sheet 201) A pollution prevention/spill control report is required as per section 6.3.4.8 of the SCSWS.
- Roads:
 - The required ROW at the location, according to Annex 1 of the Official Plan is 40 m.
- Site lighting:
 - Lighting must be designed only using fixtures that meet the criteria for Full Cut-off classification, as recognized by the Illuminating Engineering Society of North America (IESNA or IES), and it must result in minimal light spillage onto adjacent properties; 0.5 foot-candles is the maximum allowable spillage.
- Phase 2 ESA:
 - A Phase 2 ESA is required following the previously completed Phase 1 ESA.
- Energy Conservation:
 - Energy conservation is required to be demonstrated throughout design as per section 4.9 of the Official Plan.

Questions regarding the above requirements can be directed to Senior Engineer Infrastructure Applications, damien.whittaker@ottawa.ca

- Transportation
 - Parking requirements
 - To determine the number of required parking spaces, further clarification is required regarding the proposed “light industrial use” and whether it classifies as “Automobile Service Station” or as a “Service and Repair Shop” in Section 54 of Zoning By-law 2008-25
 - If the use classifies as “Automobile Service Station”, further clarification required on the number of service bays to determine parking requirements
 - TIA submission / Road modification agreement requirements
 - A Transportation Impact Assessment is not required and therefore that condition of the lifting of the holding provision can be waived based on the current concept site plan and uses.

- Cycling and pedestrian
 - Required ROW width
 - Bank Street has a protected right of way of 40 m, or 20 m from the centreline, That will need to be demonstrated on the survey
- Noise report
 - A noise report may be required for the traffic from Bank Street, recorded on Official Plan Schedule G as an existing arterial. This may be waived if no sensitive land uses are proposed.
- Environmental
 - Tree preservation / distinctive trees – Tree Conservation Report required as part of Landscape plan
- Parks
 - Cash-in-lieu of parkland per the Parkland Dedication By-law (2% of the value of the land prior to site plan approval)
- Survey
 - The determination of property boundaries, minimum setbacks and other regulatory constraints are a critical component of development. An Ontario Land Surveyor (O.L.S.) needs to be consulted at the outset of a project to ensure properties are properly defined and can be used as the geospatial framework for the development.
 - Topographic details may also be required for a project and should be either carried out by the O.L.S. that has provided the Legal Survey or done in consultation with the O.L.S. to ensure that the project is integrated to the appropriate control network.

Questions regarding the above requirements can be directed to the City's Surveyor, Bill Harper, at Bill.Harper@ottawa.ca

- Conservation Authority - South Nations Conservation Authority
 - The site falls within the Shield Creek Sub watershed Study and SNC would request the 80% TSS removal for runoff quality treatment.
 - SNC recommends that the OSSO review design flows, contact areas and setbacks for a septic system to ensure that a OBC Part 8 permit can be issued down the road.
 - It is unclear whether the roadside ditch would constitute a watercourse or how the stormwater design may function. Any interference with a watercourse may require a permit under O. Reg. 170/06 and restrictions may apply. It is unlikely for this property and South Nation Conservation will confirm at the detail design stage.
- Permits and Approvals
 - Please contact the South Naiton Conservation Authority (SNRCA), amongst other federal and provincial departments/agencies, to identify all the necessary permits and approvals required to facilitate the development: responsibility rests

with the developer and their consultant for determining which approvals are needed and for obtaining all external agency approvals. The address shall be in good standing with all approval agencies, for example MVCA, prior to approval. Copies of confirmation of correspondence will be required by the City of Ottawa from all approval agencies that a form of assent is given. No construction shall commence until after a commence work notification is given by and engineering member of the Rural Development Review unit. An MECP ECA may be required for the application; please also note that by the time the ECA is applied for, with this application, that a different type of process may be underway.

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| Ministry of the Environment, Conservation and Parks | South Nation River Conservation Authority |
| Contact Information: | Contact Information: |
| Jena Leavoy | James Holland |
| Senior Environmental Officer | jholland@nation.on.ca |
| 613-521-3450 ext. 236 | |
| Jena.Leavoy@ontario.ca | |

Submission requirements and fees

- Outline the submission requirements and fees.
 - Submission requirements for planning
 - Landscape plan including Tree Conservation Report (boundary trees and any on-site trees need to be considered)
 - Site Plan (including zoning chart)
 - a planning rationale – at minimum as a cover letter
 - Phase 1 and 2 ESA
 - Building Elevations.
 - Submission requirements for engineering
 - Site Servicing Plan*
 - Grading and Drainage Area Plan*
 - Erosion and Sediment Control Plan*
 - Site Servicing Report to be prepared as per requirements.
 - Storm Water Management Report
 - Noise Report
 - Erosion and Sediment Control Measures
 - Mineral Resource Impact Assessment
 - Geotechnical Investigation Study
 - The geotechnical consultant will need to provide full copies of any published and peer reviewed papers relied on to determine results and conclusions
 - Earthquake analysis is now required to be provided in the report.
 - Phase 2 Environmental Site Assessment (ESA)
 - The Phase 2 Environmental Site Assessment (ESA) shall be as per O.Reg. 153/04. Phase 1 ESA documents performed to CSA standards

are not acceptable. Documents older than 18 months from the time of draft approval will not be accepted

- Guide to preparing City of Ottawa Studies and Plans: <http://ottawa.ca/en/development-application-review-process-0/guide-preparing-studies-and-plans>

To request City of Ottawa plan(s) or report information please contact the ISD Information Centre:
Information Centre
(613) 580-2424 ext. 44455

- Additional information regarding fees related to planning applications can be found [here](#).
- *Plans are to be standard A1 size (594 mm x 841 mm) sheets, utilizing an appropriate Metric scale (1:200, 1:250, 1:300, 1:400 or 1:500) as per City of Ottawa Servicing and Grading Plan Requirements and shall note the survey monument used to establish datum on the plans with sufficient information to enable a layperson to locate the monument.
- All PDF submitted documents are to be unlocked and flattened.

Next steps

- Encourage applicant to discuss the proposal with Councillor, community groups and neighbours
- Any questions on the notes or submission requirements let us know.

CLM/JB