



October 30, 2018

Paul King, Planning & Development Consultant  
16 Willett Crescent  
Richmond Hill, ON, L4C 7W3  
**Sent Via Email – [paking@pathcom.com](mailto:paking@pathcom.com)**

Dear Mr. King:

**SUBJECT: Application for Zoning By-law Amendment and Site Plan Application (Full) – 1<sup>st</sup> Submission  
Chateaux (McElroy) Townhouses  
Paul King on behalf of Pluribus Corp.  
0 McElroy Court, Caledon East - Blocks 142 & 145, Plan 43M-1921  
File: RZ 18-02, SPA 18-07**

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The Town of Caledon received the following materials in support of the above noted applications deemed complete on May 10, 2018, including:

- Applications for Site Plan Approval and Zoning By-law Amendment
- Registered Plan of Subdivision 43M-1921 date-stamped April 10, 2018
- Cost Estimates, Engineering (Stantec) and Landscape (INSITE Landscape Architects) dated March 26, 2018 and March 25, 2018
- Draft Zoning By-law, by Paul King, Planning & Development Consultant date-stamped April 10, 2018
- Zoning Matrix, Paul King, Planning & Development Consultant date-stamped April 10, 2018
- OBC Data Matrix, by Architecture Unfolded date-stamped April 10, 2018
- Planning Justification Report, March 23, 2018 by Paul King, Planning & Development Consultant
- Urban Design Brief dated April 2018, date-stamped April 11, 2018
- Stormwater Management Conformance Report (Servicing), February 1, 2018, by Stantec Consulting Ltd.
- Site Plan Drawings, Feb. 23, 2018, by Architecture Unfolded
  - B101 – Context Plan and Statistics
  - B301, B302, B303 – Ground Floor Plan, 2nd Floor Plan, 3rd Floor Plan
  - B401, B402, B403, B404 –Side & Rear Elevations (3), Front Elevations
- L1 - Landscape Plan, December 5, 2018, by INSITE Landscape Architects
- SG 1 - Grading Plan, January 2018, by Stantec Consulting Ltd.
- SS 1 - Servicing Plan, January 2018, by Stantec Consulting Ltd.
- DET 1 – General Notes and Details, January 2018, by Stantec Consulting Ltd.
- ESC 1, ESC2, ESC3 - Erosion & Sediment Control Plan Stage 1 – Topsoil Stripping, Stage 2 – Post Servicing, Details, January 2018, by Stantec Consulting Ltd.

#### **Subject Site**

The subject site measures approximately 0.19 hectares (0.72 acres) in size and fronts onto McElroy Court to the west and Fallis Crescent to the east (subject to 0.3m reserve). The lands are currently vacant of any structures.

The site is designated Special Use Area D: Old Church Road on Schedule “D” – Caledon East Land Use Plan and zoned Townhouse Residential Exception 538 (RT-583-H18) in the Town of Caledon’s Zoning By-law 2006-50, as amended (“Zoning By-law”). The site is subject to a Holding Provision 18 requiring the submission of a satisfactory site plan application and connection of McElroy and McCardy Court.

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## Proposal

The Town has received applications to amend the Zoning By-law to permit 14 3-storey freehold townhouse units with revised lot area, frontage, building height and dwelling units/building and remove the Holding Zone without connection of the two streets. A Site Plan Application is being proposed concurrently that depicts the proposed form and design of the development.

## Executive Summary of Comments

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The submission has been reviewed by external agencies and internal commenting departments and detailed comments are listed below. At this time, the applications cannot be supported for the reasons set out in the letter, which include but are not limited to the following:

- Further justification and/or clarification is required with respect to the revised orientation and footprint of the proposed townhouses and future connectivity of McElroy and McCurdy Courts as well as grading and stormwater concerns, urban design, landscape and zoning;
- A number of technical studies and drawings require revision, including but not limited to Stormwater, Grading, Urban Design, Landscape and Planning to meet applicable Town, Regional and Provincial policies and standards.
- The Region requires the submission of current PIN and Easement Documents.
- A revised draft Zoning By-law Amendment and Site Plan package are required to address the various technical comments provided herein.

As part of the next submission, please provide a letter summarizing how each of the above items has been addressed.

## General Comments

1. This property (0 McElroy Court, Blocks 142 & 145 on Plan 43M-1921) is currently assessed as Residential (\$356,500 CVA). The Town's share of taxes levied, based on current value assessment is approximately \$1,981. The property tax account as at October 18, 2018 is determined to be current. If the proposed development were to proceed as planned, the taxable assessment value of the property would change to reflect any development that would have taken place.

Any future development would be subject to Town of Caledon development charges as per By-law No. 2014-054, or as amended, currently \$21,116.40 per townhouse unit. Any development would also be subject to Region of Peel development charges, currently \$42,850.32 per townhouse unit. Effective February 1, 2016, the Region of Peel began collecting directly for most hard service development charges (i.e. water, wastewater and roads) for residential developments, at the time of subdivision agreement execution. Also applicable would be development charges for Education, currently \$4,567 per any residential unit; and GO Transit, currently \$537.63 per townhouse unit.

The Development Charges comments and estimates above are as at October 18, 2018, and are based upon information provided to the Town by the applicant, current By-laws in effect and current rates, which are indexed twice a year. Development Charges are calculated and payable at the time of building permit issuance. Development Charge By-laws and rates are subject to change. Further, proposed developments may change from the current proposal to the building permit stage. Any estimates provided will be updated based on the Development Charges By-law and rates in effect at the time of building permit, and actual information related to the construction as provided in the building permit application. *(TOC, Finance)*

2. The subject property was cleared of archaeological concerns in 2008 (London Museum of Archaeology). Accordingly, there are no heritage concerns. In addition, as there are no new streets being proposed, there are no street naming concerns. *(TOC, Heritage)*

3. Please find attached comments received from the public on the proposed application. Please ensure these comments as well as any comments expressed by the public at the upcoming Residents Meeting on November 13, 2018 are addressed in a Public Comments Response Matrix. *(TOC, Planning)*

<b>The following comments pertain to the proposed Zoning By-law Amendment</b>
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4. A minimum 3m x 3m unobstructed front yard area shall be provided to accommodate a shared street tree between units. *(TOC, Open Space Design)*
5. The Owner is bound to the terms and obligations in the registered agreements (i.e. Development Site Grading Agreement, Subdivision Pre-Serving Agreement, Site Plan Agreement, Subdivision Servicing Agreement and Subdivision Agreement). *(TOC, Legal)*
6. Plan 43M-1921 shows a Reserve on either side of the Property restricting access. Should the Owner require access over a Reserve, Legal Services will require further instructions to lift one of the two Reserves. *(TOC, Legal)*
7. The Planning Justification Report should be revised to address the following: *(TOC, Development, Planning)*
  - a. Section 4.2 Town of Caledon Zoning By-law 2006-50 (Page 8) provides a brief discussion on reducing the minimum lot frontage from 7 metres to 4.5 metres; however, further discussion is required that addresses the existing minimum lot frontage standard of 9 metres for corner lots and the intent that these Blocks would have been corner lots with the provision of the road connection required by Holding Zone 18.
  - b. Please provide a planning justification for the reorientation of the townhouses from an east-west direction to a north-south direction without a road connection between McElroy Court and McCurdy Court. No justification has been provided for the proposed removal of the Holding Zone without provision of the required road connection.
8. Comments on the Draft Zoning By-law Amendment include: *(TOC, Development, Planning)*
  - a. The Draft proposes removal of the existing restriction on front yard encroachments. Please comment.
  - b. Please comment on whether accessory building restrictions are required to protect the proposed swale.
  - c. Please see attached track-edit changes and comments by Development, Zoning staff on the Draft By-law.
  - d. Please submit the Zoning Schedule in a CAD File in accordance with the attached Digital Submission Standards.
  - e. A revised Zoning By-law will need to be reviewed at a future By-law Review Meeting and further comments may be provided at that time.
9. Please confirm the setback of the proposed Townhouses from the south lot line. This information should be included on the Site Plan. The southerly setback should mirror that of the Townhouses on the opposite site of McElroy Court (i.e. approximately 5 metres). Please comment. *(TOC, Development, Planning)*
10. The Urban Design Brief shall be revised to address the following:
  - a. Clarify the maximum number of risers for each proposed unit (i.e. Ground Floor Plan shows 8 risers) and provide a discussion on the (minimum and?) maximum number of steps in Section 3.4 of the Urban Design Brief. *(TOC, Development, Planning)*
  - b. Correct the policy reference for Section 7.7.8.5.1 in Section 4.1 of the report. *(TOC, Development, Planning)*
  - c. Indicate the author (with credentials) of the report *(TOC, Development, Planning)*

- d. Satisfy the attached Peer Review comments by John G. Williams Architect, including elaboration on proposed public realm/streetscape landscape treatments, utility meter screening, treatment of front entrance stairs, priority lot treatment and review of the architectural control design review process. *(TOC, Urban Design Peer Review)*
11. The Stormwater Management Conformance Report requires clarification with respect to the following: *(TOC, Development, Planning)*
- a. Retaining walls are proposed along the south side of the development due to grading constraints. Please elaborate on what the grading constraints are and whether a revised footprint could alleviate the grading constraints.
  - b. Please elaborate on the grading implications of this proposal on the redevelopment of the lands to the south and connectivity between McElroy and McCurdy Courts.
  - c. Storm servicing refers to a swale being required due to grading constraints. Please elaborate on what the grading constraints are and whether a revised footprint would alleviate the grading constraints.
  - d. The report makes numerous references to the subject site being Block 122 and there are appendices illustrating the Blocks as 131 and 132 and 166 - please confirm the appropriate reference should be Block 142 and Block 145 on Plan 43M-1921.

### **The Following Comments pertain to the Proposed Site Plan Application**

#### **Region of Peel** (see attached)

- 12. The waste collection route shown on the lands to the south will be reviewed in detail upon receipt of an application confirmation the turning radii of the route is 13 metres.
- 13. Please submits PINS for Blocks 142, 143 and 145 on Plan 43M-1921. Private servicing easements may be required prior to servicing approval.
- 14. Easement documents related to the waste collection route proposed to connect McElroy Court and Fallis Crescent is required on the property to the south.
- 15. An application for Exemption of Part Lot Control must be filed and approved prior to site servicing approval.

#### **Town of Caledon, Planning & Development**

- 16. Please update the site plan drawings to show the actual location of the townhouses on the opposite side of McElroy Court together with the existing driveways.
- 17. Please update the Zoning Matrix on Drawing B101 (Context Plan & Statistics) as follows:
  - a. Indicate the existing Lot Area (i.e. 195m<sup>2</sup> instead of n/a)
  - b. Include existing standards, including Building Area, Setbacks, Garage Width, Building Separation, Units per Building, etc. The stand-alone zoning matrix that formed part of the submission should be on the Site Plan.

18. Please indicate the storage location of the Peel Region waste bins on Drawing B301 (ground floor plan).
19. Drawing B402 (Side and Front Elevation) currently indicated the By-law height of 10m. Please also include a separate line indicating proposed height.

### **Town of Caledon, Urban Design Peer Review, John G. Williams Architecture**

20. As detailed in the attached peer review correspondence, the following is required:
  - a. Revised Site Plan showing coordinated front entrance stairs, adjusted footprint for south facades, enhanced front porch depths (minimum 1.5m), rear yard privacy fencing, street trees and continuous sidewalk;
  - b. Revised Floor Plans to address minimum porch depth, coordinated risers, hydro and gas meters, and coordinated window openings;
  - c. Revised elevations with reduced roof slopes and added dormers (reduce massing), muntin bar windows, and architectural upgrades to the south and north.
  - d. Please revise all elevations to show true grading.
  - e. Ensure all drawings comply with Site Plan Control Manual.

### **Town of Caledon, Fire & Emergency Services**

21. The location of fire hydrants shall be indicated on the site plan. Fire hydrants shall be provided and installed in accordance with the Region of Peel standards.

### **Town of Caledon, Legislative Services (Accessibility)**

22. Please note that the Town will require as a condition of approval, that prior to offering units for sale and in a place readily available to the public, the owner will display information regarding universal design options that may be available for purchase within the development.
23. If installed, exterior travel routes (sidewalks) shall be a minimum of 1.5 m wide as per the Design of Public Spaces legislation of the AODA, pertaining to exterior travel routes.
24. All sidewalks shall be connected, when crossing over to another street, with accessible features such as tactile surfaces and curb ramps
25. Lighting on exterior routes of travel shall comply with the Town's lighting standard.
26. If a community mail box is installed, the area shall be well lit via a light standard and a curb depression from the sidewalk and/or roadway to the mail box landing area.

### **Town of Caledon, Development Section, Engineering**

27. The maximum retaining wall height is 2.5 meters. The plans are to be revised accordingly. Additionally, retaining walls over 1 meter in height are to be designed by a structural engineer and all supporting documentation and engineering drawings are to be stamped and signed.
28. Due to the height and proximity of the retaining wall to the public right of way, building permits may be required for the retaining wall's construction.

29. The Context Plan indicates that the retaining wall will intrude into the future roadway that will connect McElroy Court and Fallis Court. The wall is to terminate prior to the future roadway.
30. On the grading plan, include the elevation at the high point of the swale that exits to Fallis Court. The Town's maximum allowable ponding depth is 0.3 meters so the elevation difference between the high point and the rear lot catch basin should not exceed 0.3 meters.
31. On the grading plan, include spot elevations 10 meters beyond the property limits.
32. Remove "Temp 1.5 m Asphalt Sidewalk" from all engineering plans.
33. Do to the number of service connections proposed on McElroy Court and Fallis Court, these sections of road are to be resurfaced along the frontage of the development, and not just where the service connection trenches are located. Include the limits of resurfacing on the grading plan and revise the cost estimate accordingly.
34. The grading plan proposes grading a 4:1 slope onto 6356 Old Church Road. These works shall be incorporated into the Erosion and Sediment Control Plans.
35. All drawings are to be revised to have McElroy Court cul-de-sac on the drawings match the actual condition of McElroy Court cul-de-sac.

#### **Town of Caledon, Development Section, Landscape**

36. Please provide a Landscape Letter of Conformance with the next landscape package resubmission – to date no Landscape Letter of Conformance has been received. The template for the Landscape Letter of Conformance can be found on page 24 of the Town of Caledon Site Plan Control Manual. The letter is to be signed, stamped and dated by a full member of the OALA in good standing.
37. Please insert the name of the consulting Landscape Architect within the Town of Caledon Standard Notes and Details (point #1) found on L1 – Landscape Plan.
38. Please update the Landscape Cost Estimate to include a line item for the perennials noted on the L1 – Landscape Plan.
39. Please update the Landscape Cost Estimate to include units (e.g. ea, sq.m) within the quantity column.
40. Please show the 'Landscape Plan – Townhouses' at a larger scale to provide sufficient detail in locating elements on site. A scale of 1:200 or larger is recommended.
41. Please properly illustrate plant species and locations on the 'Landscape Plan – Townhouses' plan. Trees of the same species should be connected using plant ties and properly referenced within the planting key.
42. Please reference all armour stone walls or other retaining walls that are proposed on site within the L1 – Landscape Plan, noting top of wall and bottom of wall elevations.
43. Please show all fencing, both existing and proposed, on the site and adjacent property lines. Please note fence height, type and material (e.g. existing 6' wooden board fence).

44. Please clarify if fencing and/or privacy screens will be provided between adjacent townhouse units within the rear yards. If privacy screens are to be provided, please provide a detail, properly referenced within the landscape drawing set.
45. Please incorporate decorative armour stone within the front planting beds of the townhouse units to add visual appeal and interest to the front entryways. Armour stone should be strategically placed amidst perennial and shrub plantings to provide a natural look. Please include armour stone as a separate line item within the Landscape Cost Estimate.
46. Please delineate all sodded areas with a distinguishable hatch on the L1 – Landscape Plan. Sod hatch should be identified within the drawing legend.
47. Please delineate all concrete and/or sidewalk areas with a distinguishable hatch on the L1 – Landscape Plan. Concrete and/or sidewalk hatch should be identified within the drawing legend.
48. Please provide an alternate street tree species for that of ‘Cercidiphyllum Japonicum’ (Katsura Tree).
49. Please delineate the property line on the L1 – Landscape Plan and identify within the drawing legend.
50. Please revise the street tree and planting layout such that there is a more uniform and consistent layout to the street frontage. It is recommended that every other unit have the same species and layout to provide a more consistent street frontage.
51. Please provide a second species of Hemerocallis, such that two species are provided allowing for alternating species between adjacent units, similar to the deciduous shrubs (Spirea and Potentilla).
52. Please provide an additional street tree between center units on the Western most townhouse block – currently street tree is omitted/missing.
53. Please provide a general note on the L1- Landscape Plan indicating that each tree is to be offset 6” from the property line between adjacent townhouse units. Please also adjust tree layout on the ‘Landscape Plan – Townhouses’ accordingly to accommodate.
54. Within the Urban Design brief, please revise the label of the ‘coloured site plan’ (page 18) to ‘conceptual site plan’. Items not on the subject property and not part of this site plan application should also be omitted from the landscape drawings and urban design brief.
55. Cash-in-lieu of parkland dedication ('CIL') is a requirement of the site plan process. The applicant must pay CIL prior to the issuance of a building permit. In order to determine the amount of CIL payment, the applicant shall have a market value appraisal completed for the subject property. The long form appraisal must be prepared by an AACI certified appraiser. The Town will review the appraisal and if there is a concern about the value of the appraisal then a peer review of the report may be required. The peer review shall be done at the cost of the applicant. An appraisal is only valid for six months so the applicant should ensure that an appraisal is done at an appropriate time in the site plan process so as to not delay the issuance of a building permit or cause an updated appraisal to be done. CIL payment shall be based on 5% of the approved appraised value of the subject lands.
56. Please revise and re-submit a cost estimate based on the proposed landscape materials and comments provided above. The cost estimate needs to be originally stamped, signed and dated by an OALA licensed landscape

architect. The amount of landscape securities the Town requires is based on 100% of the total cost of the landscape works.

57. Please note that for final approval, two full size sets of landscape plans with an original stamp, signature and date are required.

### **Town of Caledon, Building Services**

58. Revise the Site Plan drawings to show the location of fire hydrants.
59. Please verify the spatial calculations for the proposed townhouse blocks.
60. Additional information may be required upon review of the requested information. Please note the proposed development will be reviewed under the Ontario Building Code through the review of the Building Permit application.

### **Town of Caledon, Municipal Numbers**

61. The Town has not issued draft municipal numbers to this property.
62. Municipal addresses are issued based on the driveway location. In reviewing the site plan drawing, it appears that the northern block of townhouses will have access to Fallis Crescent and the southern block of townhouses will have access to McElroy Court. Addresses will be issued based on these addresses, with each townhouse receiving its own municipal number.
63. Each municipal address must be clearly identified on each dwelling as per the subdivision agreement.
64. A municipal number(s) will be issued at the earliest of: site grading approval, site servicing approval, or satisfactory site plan approval. Once the site plan has reached one of these stages, the Lead Planner will provide a copy of the site to municipal numbering staff at [municipalnumbers@caledon.ca](mailto:municipalnumbers@caledon.ca). Town staff will issue the number and the applicant and owner will be notified of the address in writing. The applicant is not required to contact municipal numbering staff to request a number.

### **Enbridge – May 23, 2018**

65. Enbridge Gas Distribution does not object to the proposed application(s). This response does not constitute a pipe locate or clearance for construction. The applicant shall contact Enbridge Gas Distribution's Customer Connections department by emailing [SalesArea20@enbridge.com](mailto:SalesArea20@enbridge.com) for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving.

If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the applicant.

Easement(s) are required to service this development and any future adjacent developments. The applicant will provide all easement(s) to Enbridge Gas Distribution at no cost.

In the event a pressure reducing regulator station is required, the applicant is to provide a 3 metre by 3 metre exclusive use location that cannot project into the municipal road allowance. The final size and location of the



regulator station will be confirmed by Enbridge Gas Distribution's Customer Connections department. For more details contact [SalesArea20@enbridge.com](mailto:SalesArea20@enbridge.com).

## **Bell Canada – June 21, 2018**

66. The following paragraph is to be included as a condition of approval:

"The Owner shall indicate in the Agreement, in words satisfactory to Bell Canada, that it will grant to Bell Canada any easements that may be required, which may include a blanket easement, for communication/telecommunication infrastructure. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements".

We hereby advise the Developer to contact Bell Canada during detailed design to confirm the provision of communication/telecommunication infrastructure needed to service the development.

As you may be aware, Bell Canada is Ontario's principal telecommunications infrastructure provider, developing and maintaining an essential public service. It is incumbent upon the Municipality and the Developer to ensure that the development is serviced with communication/telecommunication infrastructure. In fact, the 2014 Provincial Policy Statement (PPS) requires the development of coordinated, efficient and cost-effective infrastructure, including telecommunications systems (Section 1.6.1).

The Developer is hereby advised that prior to commencing any work, the Developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. In the event that such infrastructure is unavailable, the Developer shall be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure.

If the Developer elects not to pay for the above noted connection, then the Developer will be required to demonstrate to the satisfaction of the Municipality that sufficient alternative communication/telecommunication will be provided to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

Comments from the following agencies and department are attached for your review:

- John G. Williams Limited (Town's Urban Design Peer Reviewer), June 11, 2018
- Dufferin-Peel Catholic District School Board, May 22, 2018
- Canada Post, May 22, 2018
- Peel District School Board, June 1, 2018
- Region of Peel, June 11, 2018
- Rogers Communications Canada (Mark Up Form & Map), June 1, 2018
- Public Comments (various dates)

The following agencies and departments have no comments or concerns:

- Town of Caledon, Policy & Sustainability - Heritage
- Town of Caledon, Policy & Sustainability – Policy
- Hydro One

The following Agency Comments are outstanding:

- MPAC
- OPP

**Concluding Comments:**

As per the comments provided herein, the Proposed Zoning By-law Amendment and Site Plan Approval applications cannot be supported as presently proposed and a resubmission is required to address the comments contained in this letter. Once you have had an opportunity to review, please advise and staff will coordinate a comment review meeting to ensure the next submission satisfactorily addresses the comments contained here.

A Resubmission Checklist is attached. Please note that as the applicant it is your responsibility to sort the packages as outlined in the Resubmission Checklist. Staff will not accept or review incomplete submissions and/or submissions received via email. The resubmission is to include a cover letter explaining how all comments have been addressed.

Please note that a recirculation fee of \$1,000 is applied to each subsequent site plan recirculation after the 3rd submission.

If you have any questions please do not hesitate to contact me anytime at 905-584-2272 ext. 4223 or [mary.nordstrom@caledon.ca](mailto:mary.nordstrom@caledon.ca).

Yours truly,

Mary T. Nordstrom, MCIP RPP  
Senior Development Planner

C. Casey Blakely, Manager of Development – East  
Sylvia Kirkwood, Manager of Policy & Sustainability  
Konstantine Stavrakos, Solicitor/Manager of Legal  
Angie Mitchell, Manager, Building Services/CBO  
Ryan Grodecki, Manager, Engineering Services  
Brian Baird, Manager of Parks  
Drew Haines, Senior Development Engineering Coordinator  
Kyle Poole, Landscape Architect  
Bailey Loverock, Community Planner - Policy

Douglas McGlynn Heritage Urban Design Planner  
David Stewart, John G Williams (Urban Design Peer Review/Control Architect)  
Dave Pelayo, Chief Fire Prevention Officer  
Cindy Pillsworth, Zoning Administrator  
Brittany Ziegler, Law Clerk  
Arash Olia, Coordinator, Transportation Development  
Municipal Numbers (TOC)  
Joy Simms, Region of Peel