
NEFSKY – 415 FIRST STREET COLLINGWOOD

Planning Justification Report
June 2021

NEFSKY: 415 FIRST STREET
PLANNING JUSTIFICATION REPORT

TRAVIS & ASSOCIATES
File: 2.283

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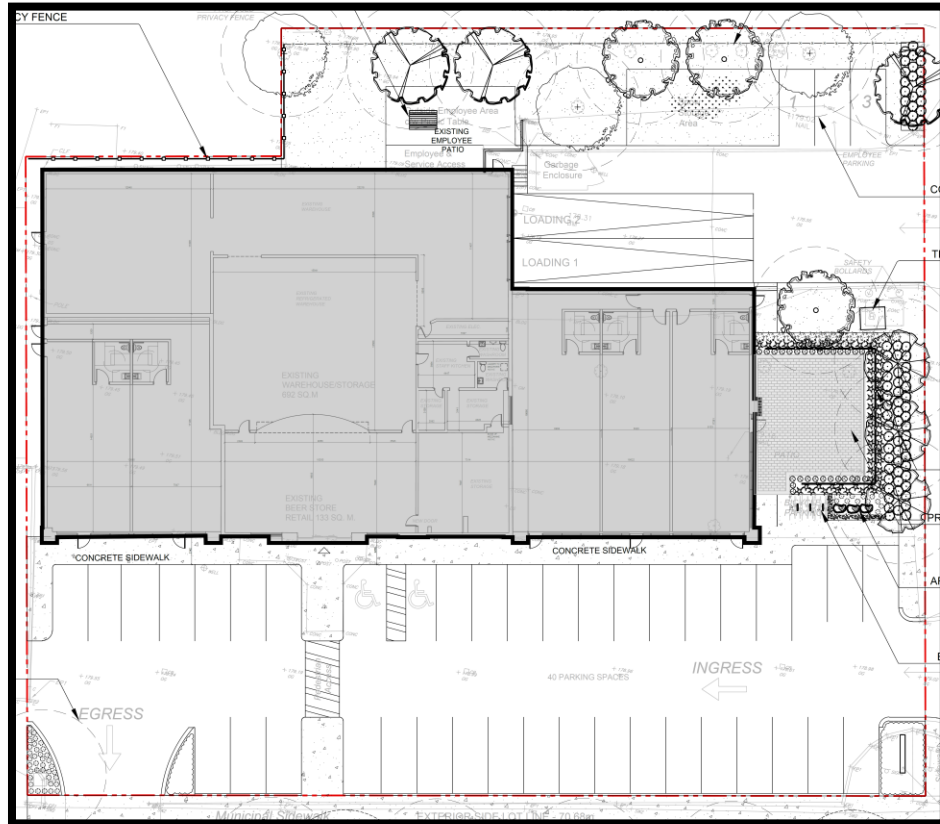
EXECUTIVE SUMMARY

First Street is one of the prime commercial nodes or districts in the Town. It is dominated by a range of commercial uses that includes offices, retail, personal services, gasoline service stations and restaurants. The Town's Official Plan and Zoning By-law promote and allow for a range of commercial uses on the subject lands.

The subject lands comprise 4,100 sqm and are situated at First Street and Hickory Street, Collingwood. Application is made for Site Plan Approval for a single storey 605 sqm addition to the existing 825 sqm single storey commercial building. The resulting building will be 1,430 sqm in area.

At present, the subject lands are considered underutilized having a lot coverage of 20%. By comparison, the Zoning By-law allows for a maximum lot coverage of 50%. As a result of the subject application and building construction, the lot coverage will increase to 35%.

The subject application has been reviewed in light of applicable land use policy, Zoning By-law regulation and the Urban Design Manual. The result of this assessment is that the subject application conforms to the intent of land use policy and, with a minor exception, complies with the Zoning By-law. In addition, the attached Urban Design Report illustrates how the proposed addition complies with the Town's Urban Design Manual.



1. PURPOSE

The purpose of this Planning Justification Report (PJR) is to present and assess the proposed Site Plan Application. It is noted that this report should be read in conjunction with the Urban Design Report (June 2021) which provides additional detail on site and design elements.

Generally, this report will:

1. Describe the existing land use context,
2. Explain the planning approvals proposal,
3. Identify applicable land use planning policy considerations,
4. Identify supporting technical documents,
5. Provide a planning analysis, and
6. Summarize findings.

2. SITE DESCRIPTION

The subject lands are situated at the north-west corner of First Street and Hickory Street in Collingwood and comprise approximately 0.41ha. The municipal address is 415 First Street. Legally, the lands are described as comprising Lots 8, 9 and 10 West of Hickory Street and Part of Lots 8, 9 and 10 East of Spruce Street, Registered Plan 73.

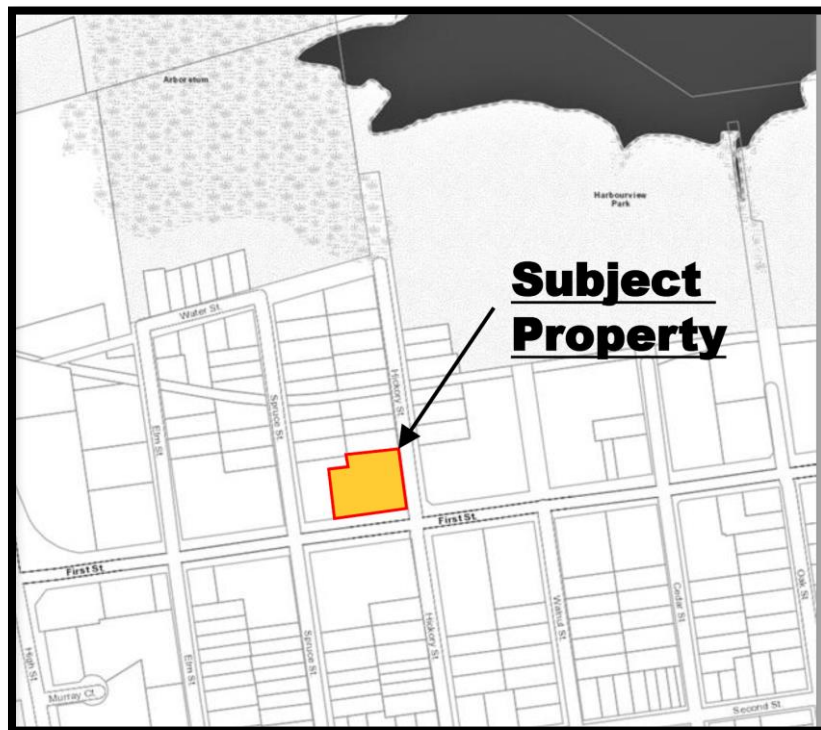


Fig. 1: Location

The lands are generally flat. Access into the existing commercial business may be achieved from First Street and Hickory Street.

Although site “frontage” is along the east side of Hickory Street, the functional and commercial orientation fronts First Street.

3. SURROUNDING LAND USES

The immediate area is characterized by a range of retail, office and service uses fronting onto First Street. These were confirmed through a series of site and area reconnaissance visits 2018-2021. Generally, the area to the north of the subject lands is an older established residential neighbourhood. The area along First Street serves as one of Collingwood’s primary commercial nodes as well First Street serves as an important main transportation route (Highway 26). To the east is an existing three-storey office building constructed in the early 2000’s and a three-storey restaurant (Kelsey’s). Immediately to the west is an established two-storey sports retail shop (Skis and Bikes). Also to the west is a single storey, integrated commercial development consisting of restaurants and service commercial uses.

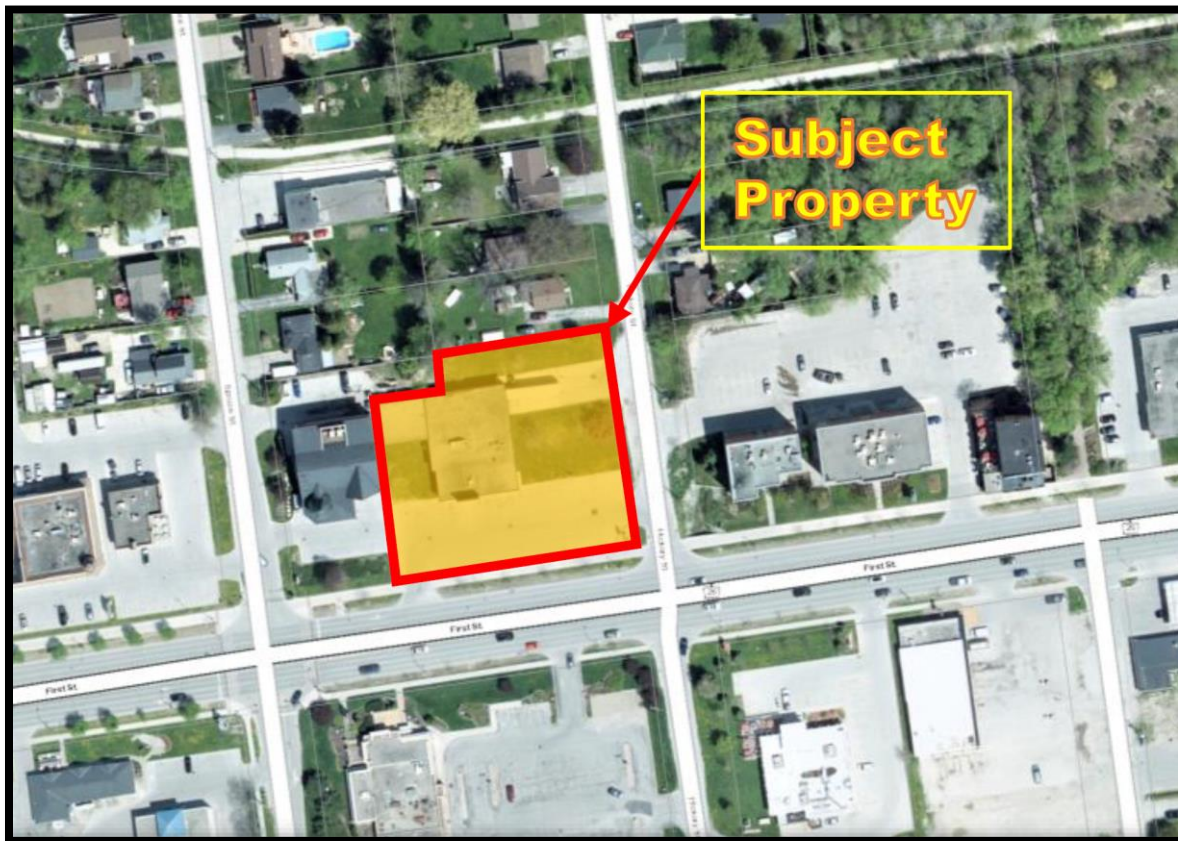


Fig. 2: Area Context Air Photo

Abutting to the north is a single detached dwelling. The existing mutual fence is to remain.

4. PROPOSAL

The subject application is for Site Plan Approval for a single storey 605 sqm addition to the existing 825 sqm single storey commercial building. The resulting building will be 1,430 sqm.

The following are key site planning characteristics (additional site planning characteristics are summarized in the Urban Design Report):

1. Existing ingress and egress provisions will remain.
2. Existing parking facilities along First Street will be improved through more efficient layouts and markings. The forty (40) parking spaces in this area include two (2) centrally located accessible spots and one (1) delivery space.
3. New, defined pedestrian connection from the First Street sidewalk to front of the building.
4. Improved sidewalk access along the front of the building.
5. Dedicated bicycle parking facility.
6. Provision of a landscape outdoor amenity/patio area on the Hickory Street frontage (east side of the addition).
7. Retention of existing loading docks off Hickory Street.
8. Introduction of three (3) parking spaces in north side yard.
9. Introduction of a dedicated outside employee area in the north yard.



Fig. 3: Proposed Site Plan

The existing building is a one-storey commercial building (The Beer Store) that is oriented in the northwest section of the site. The existing west wall has a setback of 1.55m from the property line. The existing north wall has a setback of 10.06m from the Lot 8 West of Hickory Street north lot line and, a 0.0m setback from the Lot 8, East of Spruce Street north lot line (see survey excerpt Fig.4, below).

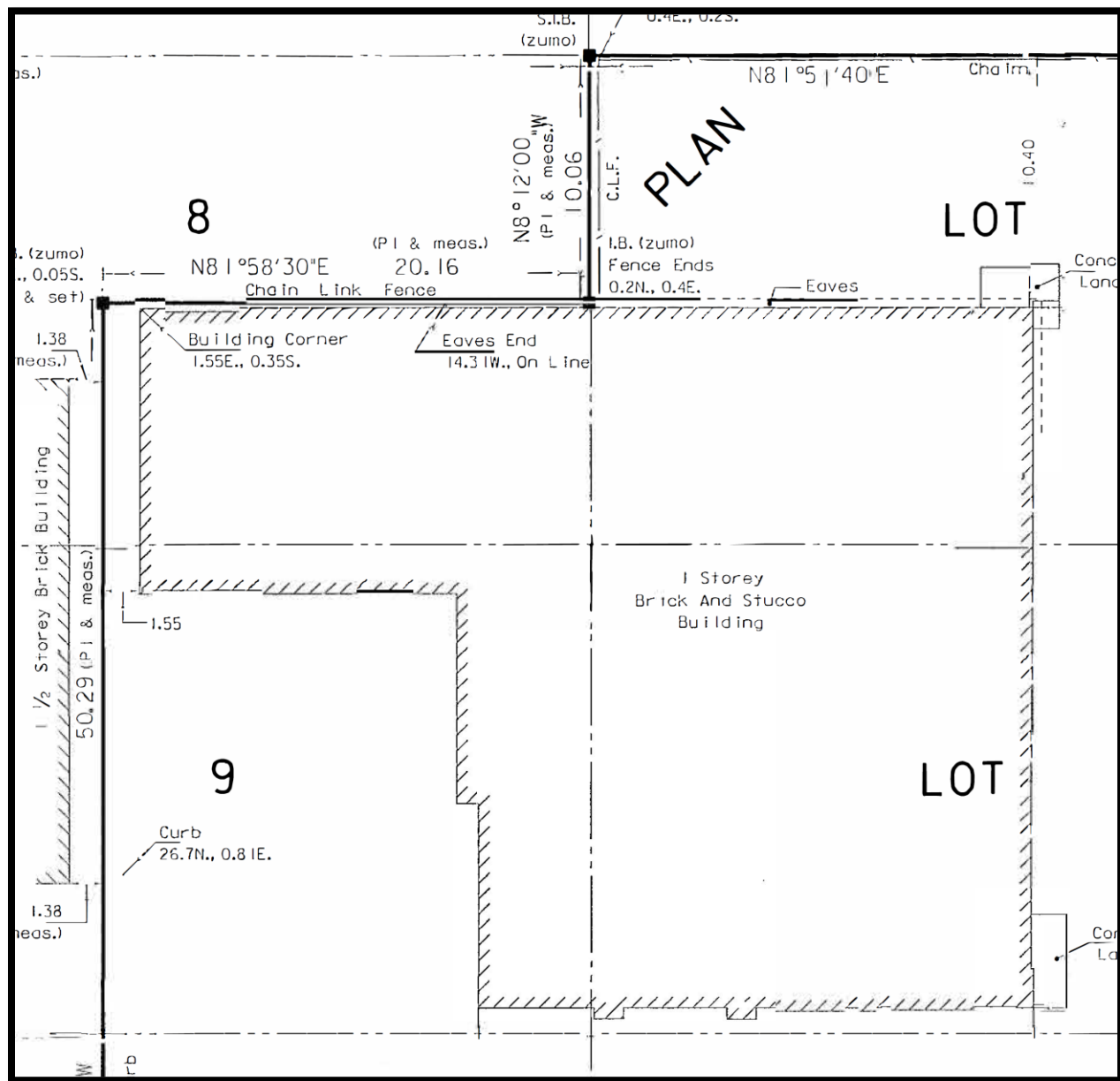


Fig 4: Survey Excerpt, Northwest Section of Site

Based on the submitted floor plan by CGL architects (Dwg No. A-1.1) the existing building has a ground floor area of 825 sqm. The additional proposed ground floor area is 605 sqm resulting in a total building ground floor area of 1,430 sqm (Fig. 5). With a site area of 4,100 sqm the resulting lot coverage is 34.9%.

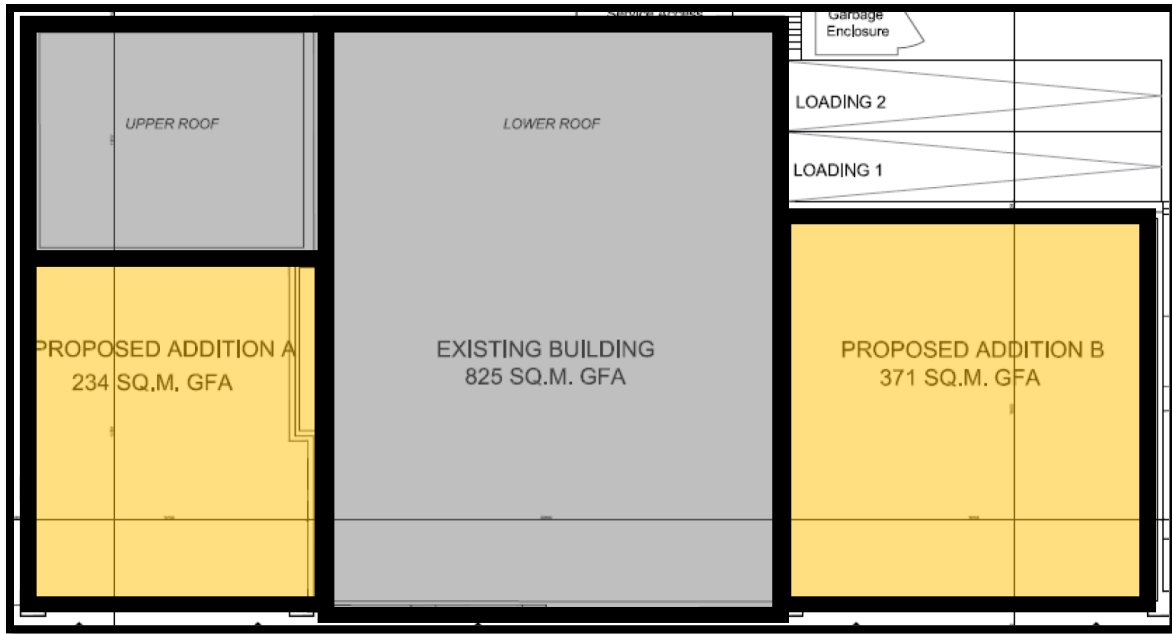


Fig 5: Ground Floor Area of Existing and Proposed

In providing Gross Floor Area measurements for purposes of calculating parking requirements, the architect's Site Plan identifies uses and measurements, concluding that with the additions, a total of forty (40) parking spaces are required. Key to these calculations are floor plans that delineate areas for warehouse, storage, kitchen and washroom uses which are subtracted from a "gross" floor area in order to apply Zoning By-law parking requirements.

*Note : Fig 6 illustrates floor plan layout example for calculating GFA

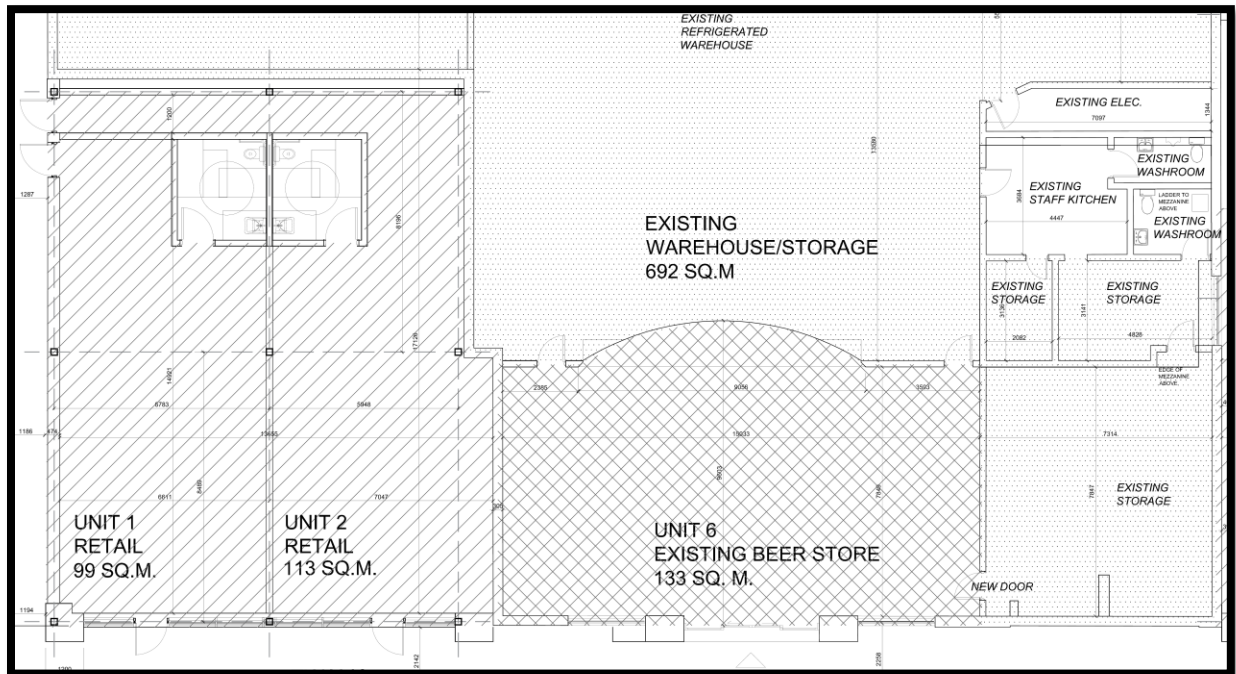


Fig 6: Floor Plan Excerpt

The architectural design approach had to acknowledge the nature and use of the existing building. This determined the location and scale of the additions. The result is a linear one storey commercial building having three distinct parts that form a cohesive whole. The east and west additions gently bookend the façade of the existing building. This is achieved by maintaining complimentary heights of the additions, a consistent store front window treatment addressing First Street and to a lesser extent Hickory Street, using the same material and colour treatments. These elements are identified in the Urban Design Report.



Fig 7: First Street Façade

The proposed landscape treatment is determined for the most part by existing site constraints. However, an onsite outdoor amenity/patio feature provides a street level landscaped area that addresses Hickory Street.

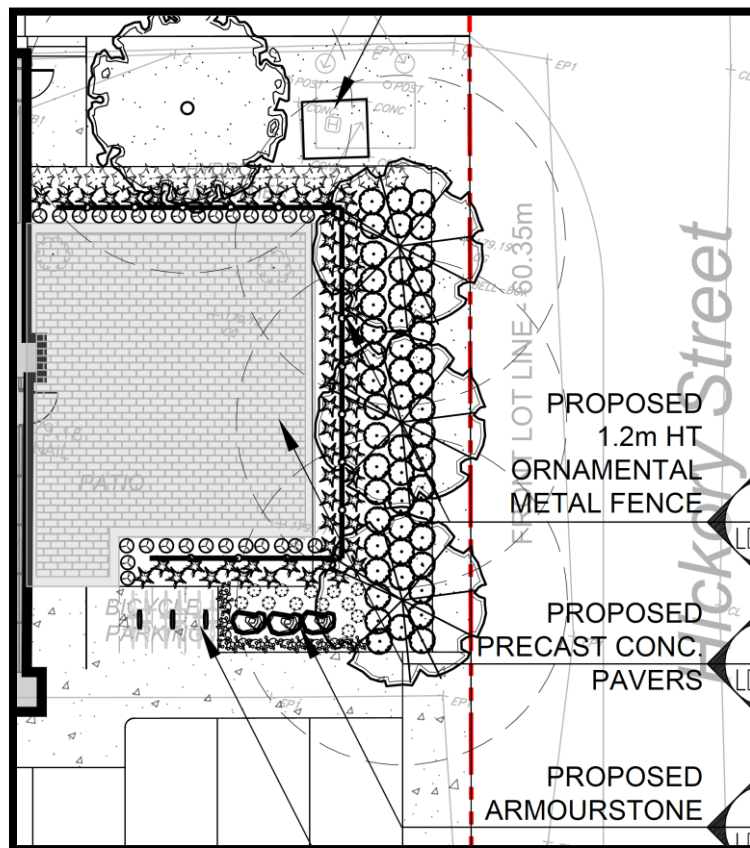


Fig 8: Hickory Street Outdoor Amenity Feature

Key site plan statistics relating to Section 7.3.1.1 to the Zoning By-law include:

	Required	Proposed/Existing
Minimum Lot Area	1,000 sqm	4,100 sqm
Minimum Lot Frontage	30.0 m	60.0 m
Minimum Front Yard	6.0 m	13.4 m
Minimum Exterior Yard	6.0 m	22.1 m
Minimum Interior Yard	Nil	Nil
Minimum Rear Yard	7.5 m	1.55 m
Maximum Height	15.0 m	7.5 m
Maximum Lot Coverage	50%	35%
Minimum Landscaped Open Space	10%	10%

Table 1: Site Plan Compliance with Section 7.

Required parking is calculated at forty (40) spaces. A total of forty-two (42) spaces are provided.

The submitted site plan proposes to add to part of the existing rear (west) building portion and maintain the same setback of 1.2m (Architect Site Plan Dwg A-1.0, dated February 2021). This setback was enabled through the approval of a previous minor variance permitting a 1.2 m rear yard setback for this property (Town file A1789).

It is noted that the existing westerly adjacent retail building (Skis & Bikes) appears to have a 1.38 m setback from their easterly side property line.

Additional landscaping is proposed to provide softscape buffering and augment the existing fencing at the north side yard, adjacent to the existing dwelling.

5. PRECONSULTATION

Two Preconsultations were held with the Town. An initial development concept was presented on October 18, 2018. As a result of review comments and design refinements, a second preconsultation was held February 26, 2020. The review comments and how those comments have been addressed are summarized in Appendix A to this report. Overall, it is concluded that major comments have been addressed and required studies and reports have been completed and are provided in support with this Site Plan application.

6. PLANNING ACT

The *Planning Act* is the legislated basis for land use planning in Ontario. It provides for policy and regulatory direction and permissions for how land use is controlled.

Part 1, Section 2 to the Planning Act directs that among other matters, a Council of a Municipality shall have regard to matters of provincial interest. Section 2 identifies twenty (20) such matters including section 2(a) through 2(s).

By virtue of the approved status of the Official Plans of both the County of Simcoe and the Town of Collingwood, matters of Provincial interest have been addressed in that the subject lands are appropriately designated in both Official Plans for development on full municipal services.

Section 41 concerns site plan control and approval of plans or drawings. It is submitted that the plans and drawings, along with supporting technical information comply with the material requirements, meets the intent and purpose of Site Plan Control and incorporates where possible the recommendations of the Town's Urban Design Guidelines.

7. PLANNING POLICY CONSIDERATIONS AND ANALYSIS

The two provincial level policy instruments are the Provincial Policy Statement, 2020 (the "PPS") and, the Growth Plan (2020). The two municipal policy instruments are the Simcoe County Official Plan (the County Official Plan) and, the Town of Collingwood Official Plan (the Town Official Plan). This Section considers the subject applications in the context of these hierarchical policy instruments.

7.1 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) came into effect May 1, 2020 and replaced the previous 2014 PPS. It remains a province wide policy directive on matters of provincial interest in land use planning. The following are among key applicable policies appropriate for the consideration of the subject application.

Section 1: Policies are geared to "Building Strong Healthy Communities". Under Subsection 1.1.1 policies are directed at sustaining "Healthy, liveable and safe communities". In this regard efficient development and land use patterns are to be promoted. Cost-effective development patterns are to be promoted in order to minimize land consumption and servicing costs are to be promoted (1.1.1 e)). This Section also directs that within settlement areas, sufficient land shall be made available to accommodate an appropriate range and mix of land uses for needs to a time horizon of up to 20 years through intensification and redevelopment (1.1.2). ***The subject proposal would improve efficient use of land and represent a cost-effective development pattern.***

Section 1.1.3: Directs that Settlement areas shall be the focus of growth and development with their vitality and growth to be promoted. Furthermore, this policy states that land use patterns shall be based on density and mix of uses that, among other objectives, can efficiently use land and public services as well as support active transportation. ***The subject lands lie within an existing settlement area that is fully serviced. The subject proposal represents a land use that contributes to a mix of land use and efficient use of land.***

Section 2: This section provides policies addressing the wise use and management of the natural environment and resources. The lands comprise an existing parcel within an established built urban environment with no identified natural resources. ***In this regard, the subject applications are consistent with the 2020 PPS.***

Section 3: Section 3 provides natural hazards policies. The lands comprise an existing parcel within an established built urban environment. No natural hazards have not been identified to be located on this property. ***In this regard, the proposed development is consistent with the PPS direction.***

In summary, the Site Plan Approval application is consistent with key relevant 2020 PPS policy directives.

7.2 Growth Plan (2020)

The Town of Collingwood lies within the boundaries of the Growth Plan for the Greater Golden Horseshoe (the “Growth Plan”). The Growth Plan provides directions guiding the location, nature and management of growth and development of land. **Schedule 8** to The Growth Plan designates the Town of Collingwood as a “Primary Settlement Area” within the “Simcoe Sub Area”. It is clear that the Province intends that growth be directed to identified areas within the Plan area, and the “Primary Settlement Areas” is one such category of focus. As this property is located within an area designated for development on full municipal services ***within the Town of Collingwood, the subject proposal conforms to this overall direction.***

Section 1.2.1: Presents guiding principles that include, among other matters: supporting the development of complete communities; prioritizing intensification and higher densities to make more efficient use of land and infrastructure; and; supporting provision of a range and mix of housing types. ***As the subject application results intensifying underutilized commercial lands land that can be serviced with municipal water and sewer, the subject application conforms to applicable key principles of the 2020 Growth Plan.***

Section 2: Provides policy directions on “Where and How to Grow”. Growth management policies in Section 2.2.1 2 specifically directs that the “vast majority” of growth shall be directed to settlement areas that: have a delineated built boundary; have existing or planned municipal water and sewer, and; can support the achievement of complete communities. The subject lands lie within Collingwood, are serviced by municipal water and sewer and, are easily part of an integrated complete community as they have proximity and ready access to a wide range of public and private facilities and services. ***As the proposed additions will result in an increase in commercial space and may be serviced on full municipal services, this proposal would conform to these 2020 Growth Plan directions.***

Section 4: Provides policy direction on protecting natural systems among other matters. As no natural systems exist on or adjacent to this property, the proposed additional ***development can be achieved without adversely affecting area natural systems.***

Section 6: Provides growth policies specific to the Simcoe Sub Area. The policies direct significant growth to communities “where development can be most effectively serviced and where growth improves the range of opportunities for people to live, work, and play in their communities with particular emphasis on primary settlement areas”. ***Collingwood is designated as a primary settlement area, the lands are currently developed for commercial uses supported by full municipal services and the subject Site Plan proposal represents an opportunity to intensify underutilized commercial development lands with additional building space that can be effectively serviced and will add to the range of commercial services.***

In summary, it is concluded that the proposal conforms to the intent of the 2020 Growth Plan.

7.3 Simcoe County Official Plan 2016

Schedule 5.1, “Land Use Designations”, to the County of Simcoe Official Plan designates the subject lands as being within the Collingwood Settlement Area.

Section 3.5 provides policies addressing Settlement Areas. Overall, the objectives are to focus growth and development within settlements in a location and manner that provides for efficient, compact urban form, on full municipal services contributing to mixed use settlements. ***Given the location, servicing, and land use of the proposal, the subject proposal conforms to the intent of the County settlement policies.***

In summary, as the subject lands are located within a designated Settlement Area, and the proposal will result in more efficient use and contribute to a more compact urban form, it is concluded that the subject application conforms to the intent and direction of the County of Simcoe Official Plan.

7.4 Town of Collingwood Official Plan

Schedule ‘A’, Land Use Plan, designates the subject lands as “Mixed Use Commercial”. The following reviews key policy directions considered by the subject proposal.

Mixed Use Commercial areas are intended to provide a location for a range of commercial uses that serve residents and visitors (4.47). Permitted uses (4.4.7.1) include the following:

- Business offices;
- Medical clinics;
- Custom workshops;
- Personal services;
- Laundromats and/or dry-cleaning stores;

- Assembly halls;
- Parking lots;
- Private clubs;
- Restaurants;
- Places of entertainment;
- Motor vehicle gas stations and/or washes;
- Veterinary clinics; and
- Retail commercial establishments limited to;
 - sporting equipment sales;
 - Green supply outlets;
 - Furniture stores;
 - Home improvement stores;
 - Motor vehicle supply outlets; and
 - Convenience stores.

The proposed additions will provide commercial space to accommodate retail, office and restaurant uses anticipated in the overall range of uses stipulated in the Official Plan and implementing Zoning By-law.

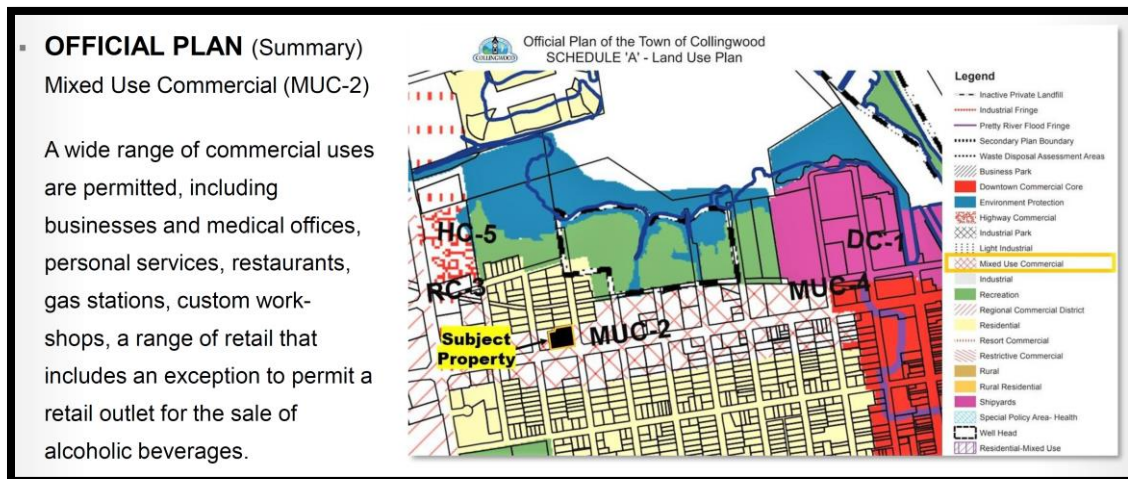


Fig 9. Official Plan Summary

With regards to design, policy 4.4.7.5 directs that architectural plans and landscape plans shall be prepared that are consistent with Collingwood's Urban Design Standards. **The attached Urban Design Report addresses the design elements, constraints and opportunities and demonstrate that the proposal conforms to the design standards intent of the Official Plan.**

Section 8, Implementation relies on Section 41 of the Planning Act to ensure proper development standards are adhered to. A list of provisions is provided that includes functional and attractive on-site facilities, control over massing, and character and scale of buildings. The range of considerations anticipated in the Official Plan are further detailed in the Town's Urban Design Manual. The attached Urban Design Report provides a further description on how the subject proposal conforms to the intent of the Urban Design Manual.

In summary, the subject proposal conforms to the intent of the Official Plan and is able to meet the specific development performance criteria of the Official Plan as expressed in the implementing Urban Design Manual. It is concluded that the subject application conforms to the Collingwood Official Plan.

8.0 Zoning By-law

Schedule 'A', Map 16 to Zoning By-law 2010-040 shows the subject lands as being zoned "Mixed Use Commercial Exception 3" or C4-3. Exception 3 allows for the sale of alcoholic beverages in addition to the other uses permitted in the C4 Zone. In addition, the range of permitted uses is quite extensive and includes office uses, retail and restaurants (Fig. 10).

The proposed site plan would enable uses allowed in the Zoning By-law that are suitable to the site and surrounding area. Proposed uses include retail and restaurants. The site plan layout and design meet the intent and direction of the majority of site performance regulations stipulated in Section 7.3 and as reviewed on page 8, Section 4 (Table 1) to this report..

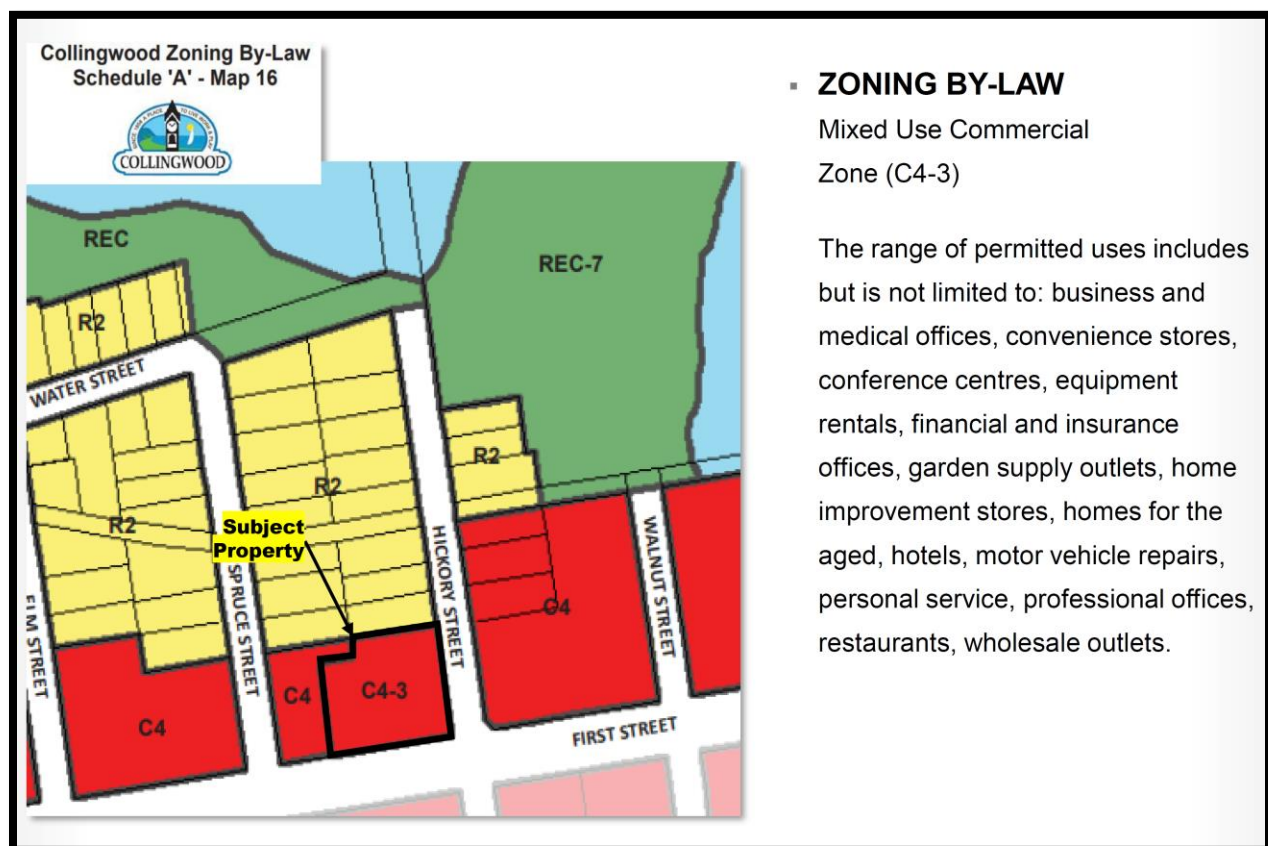


Fig 10: Zoning By-law Summary

As noted in Section 4 to this report, the westerly wing of the existing building was permitted to be added with the approval of Minor Variance No. 1789 permitting a reduction to the rear yard

setback requirement of 7.5 m. It is the intent of this submission to construct to the same westerly limit allowed under the previous Minor Variance reduction for rear yard setback. Upon the completion of the Town's final Zoning review the submission by the Owner for an application for a Minor Variance is anticipated. The extent of variances being sought through that Minor Variance application will be determined as this subject application is processed and a final site plan is agreed upon.

Apart from the Minor Variance application matter, it is concluded that the subject application can meet the Permitted Uses and the regulation Provision requirements of the Town's Zoning By-law.

9.0 Urban Design

Urban design was identified as a key consideration during the preconsultation process with the municipality. It is acknowledged that Urban Design is an important component of the Town's development control review process. Accordingly, in addition to considering the policy and regulatory framework as required and enabled through the Planning Act, the Collingwood Urban Design Manual (2010) is considered by the Town to be an integral reference and guideline.

As noted above, compliance with the Urban Design Manual is confirmed in the attached Urban Design Report.

10.0 SUPPORTING STUDIES AND ANALYSIS

As a result of preconsultation processes along with a review Official Plan policy, the following reports and studies were identified by municipal planning staff as being required as part of the application submission process:

- i. **Functional Servicing Report and SWM Brief, Tatham, 2021**
- ii. **Architectural Plan, CGL Architects, 2021**
- iii. **Landscape Plan, MSLA, 2021**
- iv. **Urban Design Report, Travis and CGL, 2021**

In combination, the above referenced materials have been used to develop the plans and applications reviewed herein. The Functional Servicing Report and SWM Brief conclude that the site can be serviced. The Urban Design Report concludes that the subject application conforms with the design intent and directions of the Town's Urban Design Manual.

The proposed site plan application is supported by the aforementioned plans, studies and reports.

(NOTE: The subject application will result in a summer water demand equivalent to 7.7 SDU's. It is anticipated that Site Plan Approval and a Site Plan Development Agreement can be achieved in late 2021 and held pending Council direction. The Owner intends to apply for a Building Permit as soon as practicable in late 2021 or alternatively early in 2022.

11.0 JUSTIFICATION

With reference to Sections 6 and 7 to this report, the subject application is appropriate and justified for the following reasons.

1. The Subject Applications are necessary to enable additional commercial development of the subject lands.

Developing Collingwood as a Complete Community is a key objective of Town. Commercial uses comprise an important element in the development of Complete Communities. The subject applications will result in additional commercial space.

2. The subject applications are consistent with the 2020 PPS.

Consistency with the PPS is achieved through:

- A development form is compact and efficient.
- A development will be on full municipal services.
- A development is situated in an identified and established Settlement Area

2020 Growth Plan?

3. The subject applications conform to the Simcoe County Official Plan.

The subject lands are located in the Collingwood Settlement Area that is intended to accommodate future growth in a compact urban form on full municipal services. The proposed additions represent an efficient, compact urban form on full services.

4. The subject applications conform to the Town of Collingwood Official Plan.

The Town of Collingwood Official Plan designates the subject lands for commercial uses (Mixed Use Commercial) and allows for a range of commercial uses to serve residents and visitors. The Official Plan emphasizes that new development is to meet high design standards. The subject application will result in additional commercial space on an existing under-utilized commercial site and meets the intent of the Town's Urban Design Manual.

5. The subject applications meet the purpose and intent of the Town's Zoning By-law.

The purpose of the Zoning By-law is to implement the policies and direction of the Official Plan. The Official Plan designates the subject land for commercial development. The subject lands are zoned "Mixed Use Commercial" and allow for a range of commercial uses. Although the subject proposal is

believed to require a Minor Variance to address one specific setback, the overall proposal meets the intent and requirements of the Zoning By-law.

6. The subject proposal is appropriate for the site.

The subject lands are located along First Street within one of the Town's primary transportation and commercial areas. The site is currently used for commercial purposes and is of sufficient size to accommodate the proposed addition while meeting acceptable development performance criteria established through the Zoning By-law and the Urban Design Manual.

7. The site plan meets the design standards established in the Urban Design Manual.

The Urban Design Report confirms how the subject proposal meets the urban design standards and its intent.

8. There is adequate infrastructure to support the proposal.

The Functional Servicing Report prepared by Tatham Engineering concludes that the lands can be serviced by municipal water and sewer. In addition, the lands can accommodate appropriate required stormwater management facilities.

12.0 SUMMARY/CONCLUSION

The subject lands comprise 4,100 sqm and are situated at First Street and High Street, Collingwood. Application is made for Site Plan Approval for two single storey building additions comprising a total gross floor area of 605 sqm being added to the existing 825 sqm single storey commercial building. The resulting building will be 1,430 sqm in area. At present, the subject lands are considered underutilized having a lot coverage of 20%. By comparison, the Zoning By-law allows for a maximum lot coverage of 50%. As a result of the subject application and the construction of the additions, the lot coverage would increase to 35%.

First Street is part of one of the prime commercial nodes or districts in the Town. It is dominated by a range of commercial uses that includes offices, retail, personal services, gasoline service stations and restaurants. The Town's Official Plan and Zoning By-law promote and allow for a range of commercial uses on the subject lands.

The subject application has been reviewed in light of applicable land use policies, Zoning By-law Permitted Uses and Provision regulations and, the requirements of the Urban Design Manual. The result of this assessment is that the subject Site Plan application conforms to the intent of land use policy and, with a minor exception, complies with the Town's Zoning By-law. In addition, the attached Urban Design Report illustrates how the proposed addition complies with the Town's Urban Design Manual.

It is respectfully concluded that the proposal for Site Plan Approval to enable two one-storey additions to the existing commercial building is in the best public interest and represents good planning.

Prepared By:



Travis and Associates
Colin Travis, MCIP RPP
June 2021

APPENDIX 1

Preconsultation Comments and Application Response

	RESPONSE TO FEB 26 2020 PLANNING STAFF COMMENTS - NEFSKY	
	415 FIRST STREET, SITE PLAN APPLICATION - NEFSKY	Prepared By: Travis/Tatham/CGL/Owner
	TOC FILE NO. D00202	Town Planner Contact: Justin Teakle
General Comments		
DEPARTM ENT/AGEN CY	Comment (Abridged notes)	Response
Planning		
1	Official Plan polices 4.4.7, 4.4.7.1, 4.4.7.5, 4.4.7.6, 4.4.7.7, Site Specific 4.4.7.8 allowing alcoholic beverage retail as an additional permitted use.	Acknowledged.
	Prominent corner - "It is important that the additions and associated parking and landscaping work together to enhance the site and improve the street-oriented appearance within the context of existing development constraints".	Acknowledged. Existing development constraints result from current historic use of property and it's operational requirements (such as loading spaces).
	Recognizes existing "situations such as the parking immediately adjacent to the southern lot line with First Street will be maintained... nonetheless a significant opportunity to create a street-oriented development facing Hickory Street".	Acknowledged. See Site Plan layout and architectural treatment of east face of the easterly addition.
	Planning justification report is required "to address the application and the planning merits of the proposal within the context of the site and surrounding area, including consideration of Provincial, County and Municipal planning and urban design policies, provisions and standards".	Acknowledged. Address in UDR.
	Urban Design Brief (report) required. May be combined with the PJR.	Acknowledged.

2	Subject lands zoned Mixed Use Commercial (C4) with site specific exception permitting alcoholic beverages retail outlet.	Acknowledged.
3	Rear yard (west) is 1.2m, requirement is 7.5m. Variance required to facilitate reduced setback for the expansion. A variance was granted (A1789) to allow an expansion at northwest corner.	Acknowledged. Extent of required variance to be confirmed through site plan review.
4	Based on floor are breakdown per the concept plan, 32 parking spaces are required for the 1,441sqm gfa. See definition of GFA in S.3 to ZBL. At time of first submission, detailed floor plans for building expansions would assist in determining parking requirements.	Acknowledged. Floor plans provided with submission.
5	Notwithstanding 4, above, it is noted that consideration of parking at 3 per 100sqm gfa is appropriate for a number of permitted uses, it would not be appropriate for more intensive permitted uses such as restaurants (8spaces per 100 and medical offices 5 per 100sqm). The limited parking being proposed may preclude more parking intensive permitted uses.	Acknowledged. Parking calculation and uses summary provided on Site Plan.
6	S.7.4.1.7 footnote f - no parking within 6m from front lot line or 3m from exterior lot line. Parking along Hickory will require a buffer. Existing parking to the exterior lot line with First is recognized as an existing situation.	Proposed building setbacks and landscape plan account for existing site constraints.
7	General provisions re signs (S.4.3) and fences (S.4I4) will need to be reviewed if appropriate.	Acknowledged. Details are provided on the plans submitted.
8	Proposed 1649sqm will require one Delivery Space per S. 5.9. No Loading spaces are required per S.5.10. Given two existing Loading Spaces are provided a separate Delilvery Space is not required. However,	Acknowledged. Additional delivery space is shown on the Site Plan.

	functionally a Delivery Space at front of (First) may be considered.	
9	Required bicycle parking should be provided separated and elevated from vehicular parking. Hatched ped Xing should be curbed and elevated between First St sidewalk and parking lot drive isle. An appropriate location for bicycle parking could be between any landscaped yard at Hickory.	Provided as shown on the Site Plan.
10	Site illumination to be dark sky compliant, illumination plan to be submitted with Site Plan application.	Acknowledged. To be provided at second submission stage.
11	Proposal to conform to UDM. UDM sections 6, 7, 8, and 10. Landscape plans, elevations, engineering and general details such as garbage enclosures, amenity areas, snow storage to be provided along with standard site plan requirements.	Acknowledged. Refer to Urban Design Report.
12	UDM 6A(2) & (3), 6B(4) - significant opportunity for the corner site to "activate" First and Hickory streetscapes. Parking within front yard setback does not comply (Hickory) and conflicts with UDM. Ensure that additions 'A' and 'B' have active uses and clear windows facing First and Hickory.	Proposed Site Plan has to acknowledge existing conditions and on-site facilities. Improvements are made. See Urban Design Report and PJR.
13	UDM 6j(1), 6K(4) & (7) to be addressed	Addressed in Urban Design Report.
14	Following policies are "flagged" to assist with design elevations and site plan elements: 7C(2) & (3), 7E(1), 7G(1, 4,4,5,6,11,14), 7H(1), 7I(1), 7J(2), 7K(1)), 7M(1, 8), 8A(1,9), 8G(8), 10A(4,11), 10D(1), 10L(1,3).	Reviewed by project architect and incorporated where feasible into plans. See also Urban Design Report.

Note see p 10	Note the list of standard site plan requirements (1 through 12).	Acknowledged.
Note see page 10 - 11	Reports, Studies/Documents required - (others may be identified);	Acknowledged
	Planning Justification Report	Provided
	Urban Design Brief ("Brief" now referred to as "Report" see ToF R.	Provided
	Property survey	Provided
	Site Plan	Provided
	Full Site Plan stats	Provided
	Building Elevations	Provided
	Functional Servicing Brief	Provided
	SWM report	Provided
	Illumination study and photometric plan	Second submission
	Application fees	Provided
NVCA (Amy Knapp)		
	Confirming that NVCA does not require any further circulations and/or approvals for this proposal.	Confirmed by NVCA
TOC Engineering Services (Stuart West)		
1	Dead end sidewalk on Hickory not acceptable. Additional sidewalk and curb could be proposed near main entrance and internal pedestrian crossing fronting First.	Addressed in Site Plan and Landscape Plan.
2	Additions are proposed on grassed areas thereby increasing impervious area of the site - a SWM report will need to address pre and	See Reports submitted.

	post quality and quantity. SWM improvement must be addressed in the report.	
3	Site is within NVCA jurisdiction and will be subject to their review and comments.	Addressed. See NVCA response above.
4	Functional servicing brief confirming san and water servicing for the larger building.	Acknowledged, addressed by team engineer.
5	Photometric plan required to ensure lighting does not increase levels on adjacent properties. Street lights within parking lot will need to be removed due to the additions.	Photometric plan requirement acknowledged. Light standards to be reviewed during Owners site plan revisions process.
6	Cost of construction securities will need to be provided for asphalt, granular, curbs and sidewalks, sediment and erosion, landscaping, watermain infra and external works. 3% Engineering Review fee.	Acknowledged.
TOC Environmental Services (Peggy Slama)		
1	Water services and sizes suitability to be verified. If not, new service will need to be installed at Owners cost.	Acknowledged.
2	Functional servicing brief detailing water demand calcs and address fire protection. Isolation valve comment.	Acknowledged. See engineering report.
3	Proposed water system to be added to Town water model. Work to be carried out at developers expense.	Acknowledged

4	The muni will have one meter, connected to one bill.	Acknowledged
5	All Town water mains and services to be constructed to Town standards.	Acknowledged
6	Are irrigation systems planned? Service can be separate with dedicated meter and backflow.	To be reviewed by Owner.
7	Premise protection backflow prevention devices are required pre standards and annual testing. (Note comment re building permit requirements)	Acknowledged