



File No. : D111118

Project: Jasper Group Inc. Office
Municipal Location: 201 Raglan St
Agent: Jasper Group Inc., Darren Lougheed
Civil Engineer: Crozier & Associates, Jon Proctor
Landscape Architect: Landmark Group
Architect: Peter Archer & Associates, Architect

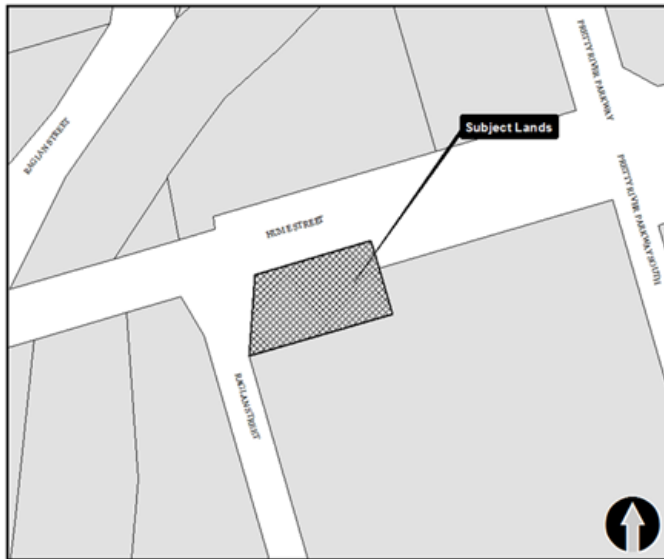
Municipal Planner: Senior Planner: Trevor Houghton

Project Description: A site plan application has been received for a 3 storey office building. This property was the subject of two preconsultation meetings the first May 4, 2017 and a second submission November 7, 2017. This property falls within the Nottawasaga Valley Conservation Authority.

Past Application: D084212 known as Shannon Bridge, Preconsultation D00717

Paper copies have been supplied to Town of Collingwood Engineering Services

Subject Property:



Attendees: Staff Representatives	Attendance	Applicant Representatives	Attendance
Trevor Houghton			
Dean Collver			
Evan Orser			
Stuart West			
John Velick			
Martin Rydlo			
Nancy Farrer			
Peggy Slama			
Robert Bolt			
Wendy Martin			



Town and Agency comments:

1. Planning Services, June 1, 2018
Trevor Houghton, Senior Planner
Jasper Group Office (File No. D111118)

1st submission comments for June 14th, 2018

Proposal: Multiple Use Commercial Building

Official Plan Designation: Highway Commercial & Special Policy Area - Health

Zoning: Highway Commercial Exception Three (C5-3)

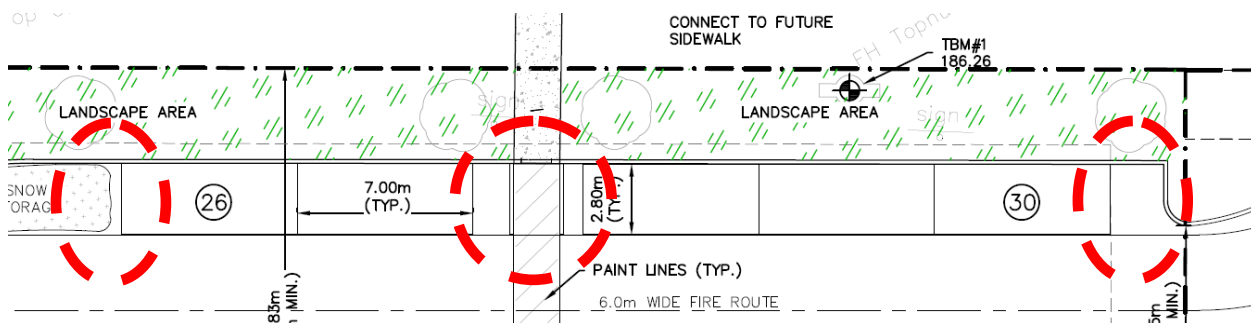
1. The minimum parking required in C5-3 is 53 spaces. If 53 spaces are not to be provided (30 spaces are shown) a zoning by-law amendment is required to eliminate the medical use permissions from the C5-3 zone to justify the parking space reduction from 53 spaces to 30 spaces. At this time the zoning by-law amendment has been submitted, but has yet to be enacted and passed by Council.
2. In the C5-3 zone the minimum front yard and exterior side yard setback required is 3.0 m. Crozier Drawing 101 has identified that the minimum is 6.0 m which is not correct. Revise the “6.0 m” to read “3.0 m” including in the site statistics chart. Also the label of “loading space” on the drawing can be revised to “delivery space”.

General Comments:

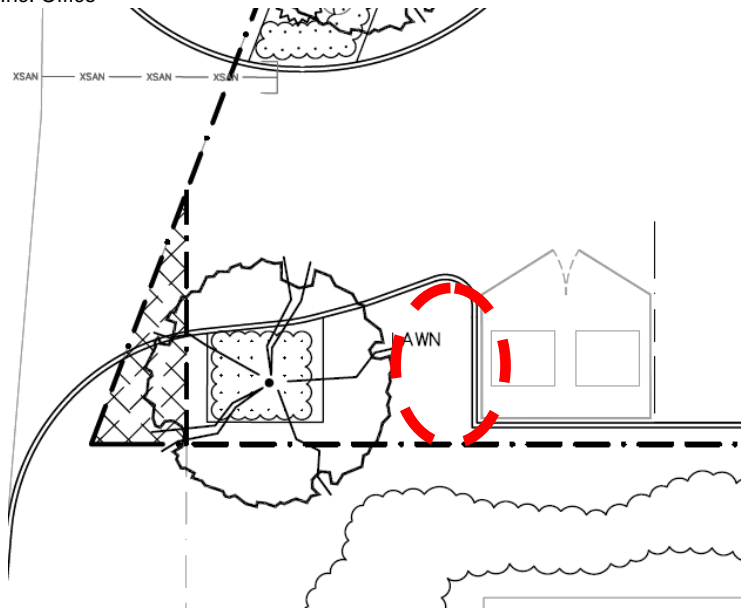
3. If the proposed pergola is open to the sky (no covered roof system) it may be permitted to be located in the required yards. More detail on this pergola is required as part of the next submission.

Urban Design Manual (UDM):

- Section 6B.17 (pg.6-7) Parallel parking spaces to be bounded by curb bulb-outs (see below).



- Section 6P.2 (pg.6-24) Outdoor trash and recycling shall not be visible from street frontage. We suggest planting some coniferous shrubs on the west side of the garbage depot to screen the view from Raglan Street (see below).



- Section 7C (pg. 7-6) Corner lots. As noted previously the location of this property at the intersection of a collector road/arterial road is considered a priority site, and as such, buildings are to be located at the street lines. Council will have to make the decision if they are satisfied that this site may be developed with the building not pushed to the street lines.

Site Plan Control Requirements:

4. The development will be required to proceed through the Town's Site Plan Control Agreement process.
5. All final drawings and plans (including colour copies of building elevations) to be submitted digitally along with 5 sets of the paper hard copies. Planning Services requires the building elevations as coloured renderings in digital format to prepare the Town staff PowerPoint presentation. All final plans are required *one week* prior to the Staff Report being presented to the Development & Operations Services standing committee.
6. A rectangular space for the "APPROVED" stamp is to be added to the bottom right hand corner of each drawing (dimension 3.5 in x 2 in.)
7. Applicant is to provide the name(s) of who(m) has the Authority to bind the Corporation (or the Owner) as well as their title (if any) for preparation of the Agreement.
8. If there is (or will be) a mortgage put onto the title of the property the applicant will provide the necessary information including the signing official name and title of the mortgagee, the mortgage amount and the registration number, etc. for preparation of the Agreement. The Mortgagee will need to sign the Agreement and agree to postpone their registered mortgage in priority to the Town's Agreement as first on title. We will also need any mortgagee contact information for the Agreement.
9. Applicant will provide a Letter of Credit or cash for **100%** of site works and landscaping once the submitted cost estimates have been approved by the Town. The submission of securities is required prior to Agreement being forwarded to Council for authorization.
10. The applicant will provide proof of an insurance policy in the amount of **\$5,000,000.00** naming the Corporation of the Town of Collingwood as insured so as to indemnify the Town. Submission of insurance is required prior to Agreement being forwarded to Council for authorization.
11. Applicant shall pay a **\$5,000.00** deposit fee to be applied towards the legal and administrative costs for the preparation and administration of the Agreement. This deposit is required prior to Agreement being forwarded to Council for authorization. The unspent balance of this deposit is returned once the file is closed.
12. Applicant shall pay a Public Works & Engineering Department administration fee (non refundable) that will be **3%** of the total for the site works (site works & landscaping combined) cost estimates.



13. Applicant will have to pay a cash-in-lieu of parkland dedication of **2%** of the value of the land (if land is not to be conveyed for parkland purposes) prior to issuance of the building permit.
14. The Applicant is responsible to provide written clearance from external agencies that all concerns and issues have been cleared.
15. The applicant is responsible to pay any additional costs and expenses regarding this application that shall be determined by staff.

2. Building Services

Greg Miller, Manager, Building Services & Chief Building Official

Revised Standing Comments as of December 19th, 2017.

1. Two full sets of construction drawings are required for building department review.
2. We require digital information including documents, drawings, and supporting reports. The drawings are required in AutoCAD, DWG, and PDF file in release 2000 or newer. You can supply via flash drive or other on-line transfer means (drop box etc.)
3. A Building Code Matrix to be completed and submitted by the owner's Architect
4. General Review certificates are required from all Engineers and Architects involved with the design of the building(s). Letter of Undertaken required from Owner
5. All construction to comply with the Ontario Building Code
6. All Permit Fees and Development Charges to be paid at time of building permit being issued. Please contact the Building department for the current rates. Applicable Development Charges are as follows;
 - a. Town of Collingwood D.C.
 - b. Simcoe County D.C.
 - c. Education Levy
 - d. Black Ash Creek Development Charge (may be applicable if located in the special policy area)
7. Nottawa Valley Conservation Authority approval may be required. If it is required, a copy of their approval must be received by the Building Department prior to any Building permits being issued.
8. All signage must comply with the Town of Collingwood's Sign Bylaw and a sign permit is required.
9. Civic addressing, also known as 911, is administered by Building Services. If your project requires addressing please access The Street Naming Policy and Civic Addressing By-Law 2014-028 which is on our website
http://www.collingwood.ca/files/BL2014-028%20Civic%20Addressing_0.pdf
Contact information for Lynn Gowan, Administrative Assistant with Building Services is as follows lgowan@collingwood.ca or 705-1030 Ext. 3243 for the full details.

If there are any questions for the Building Department, please contact the undersigned.

Greg Miller

Manager, Building Services

Chief Building Official, Town of Collingwood

3. Parks, Recreation and Culture

Wendy Martin, Manager of Parks

Standing Comments as of January 2018:

Town of Collingwood Official Plan December 2011 Section 4.2 Parkland Acquisition Pursuant to the Planning Act

To ensure that adequate public open space is available to meet the recreational needs of the community, Council shall require the conveyance of up to a five percent (5%) parkland dedication in the case of new residential development and up to a two percent (2%)



parkland dedication in the case of new commercial or industrial development. In addition, Council may accept 'cash-in-lieu' of parkland payment when deemed appropriate.

- 2% land for industrial/commercial development
- 5% land for residential development
- Cash-in-lieu 2% or 5% The applicant shall pay Building Services a prescribed percentage of the appraised value of the lands as "Cash-in-lieu" of parkland that will be determined by an appraisal that has been completed by a professional Appraiser one day prior to Building Permit Issuance.
- Mixed Use Developments: The respective rate shall be applied in the same proportion that the gross floor area of industrial/commercial uses to the gross floor area of residential uses.
- Not Applicable

Meeting Comments:

4. Collus PowerStream Corp. Brandon MacDonald, Engineering Technologist

The following are Collus PowerStream comments: As of *January 16, 2018* Standing Comments

- Electrically engineered and stamped site servicing drawings using the most recent USF standards and non-linear analysis need to be supplied to Collus PowerStream for approval prior to any construction.
- Electrical engineered drawings must include required transformation based on developer's estimate of building loads.
- Where possible all electrical distribution within the proposed site will be of an "Underground" design / construction.
- Developer needs to coordinate with Collus PowerStream ASAP the scope works that Collus PowerStream will be providing and any associated fees required.
- All electrical site servicing must comply with the most recent and approved version of Collus PowerStream Conditions of Service and Electrical Safety Authority (ESA) regulations before system is energized.
- All electrical site servicing must comply with the minimum clearances as specified in the most recent USF standards. The USF standards can be obtained from Collus PowerStream through a non-disclosure agreement.
- Developer is required to provide an access agreement for operation and maintenance of the electrical distribution infrastructure to the satisfaction of Collus PowerStream prior to the system being energized.
- Early consultation with Collus PowerStream metering department is a must to avoid delays and installation issues. i.e. Provide phone line & access key for metering
-
- room
- Note that currently there is a minimum lead time of **18** to **24** weeks for transformers from suppliers.
- Once the facilities are energized and all payments for such have been completed by the Developer Collus PowerStream will assume full ownership and responsibility for the electrical distribution system up to:
 - The secondary load side of any residential meter base (Max 200amp)
 - The secondary connection on the distribution transformer (Above 200amp)
 - The primary disconnect ahead of any "Customer" owned 44kV substation

Note: As background, the Economic Expansion calculation is made to determine the amount of investment in any expansion project that may be applicable to Collus PowerStream Corp.

- In most cases there will be a requirement to complete an Economic Evaluation of the Electrical portion of the project to insure compliance with the Ontario Energy Board Expansion Guidelines. In order to meet this requirement a developer must provide during the coordination process the following:



Development Meeting Technical Report of Compiled Comments

D111118 Jasper Group Inc. Office

- The estimated cost of the required electrical site servicing work to expand the current primary electrical system to service the proposed development for any expansion over (5) five years after electrical service has been energized.
- The estimated number of connections to the expanded system in each of the (5) five years after electrical service has been energized.
- The type of connection (residential, commercial or Industrial) and the expected amount electrical load use on an annual basis if applicable.

The following supporting documents are located online for the developer's reference:

Collus PowerStream–Conditions of Service

Document <http://www.colluspowerstream.ca/electricity/conditions-service-0>

Should the applicant have any further design questions they may contact us;

Thanks,

Brandon



Brandon MacDonald

Engineering Technologist

Collus PowerStream

43 Stewart Road, Collingwood, ON, L9Y 4M7

p: 705-445-1800 x2307 | **c:** 705-444-9351

e: bmacdonald@collus.com | **w:** www.colluspowerstream.ca



5. Environmental Services, Peggy Slama, P. Eng., Manager, Environmental Services, Evan Orser



MEMO

To: Trevor Houghton, Belinda Boucher
From: Peggy Slama/ Evan Orser
Date: May 31, 2018
Re: D 00717 Site Plan Application - Jasper Group Inc. Office

We have reviewed the submission and offer the following comments related to the water system components:

The site plan application is for a multi-use commercial building. The parcel of land is located on 201 Raglan Street.

1. The subject property has a 100mm diameter service located off Raglan Street, as shown in the figure below. The size of the service should be verified by the developer. The existing service can be used, provided the service size meets water demand needs (including fire). If the service is deemed not suitable for use, the Water Department will disconnect the service at the main, at the owner's cost, and a new service will need to be installed, at the owner's cost. We acknowledge developers intention to service the proposed building from the existing 100mm dia. water service on Raglan Street reducing water service at curbstop.
2. Water demand calculations have been provided. There is a discrepancy between the FUS fire requirements listed on page 5 and in the Appendix.
3. The developer intends to service the proposed building with a 50mm dia. water service and fire protection for the proposed building will be provided by the existing nearby fire hydrants.
4. The proposed water service will need to be added to the Town water model to ensure adequate water flow and pressure for all demands including fire. In order to do this the Town Water Department will require proposed water demands and digital plans showing the watermain layout and topographic information. This information will be forwarded to our consultants for modeling. This work is to be carried out at the Developer's cost. This work shall be completed that the Site Plan approval stage.
5. As a general principal each property shall have one service and one meter. Additional meters can be added internally to measure the water use for each unit if required. However, the municipality will have one meter, connected to one water bill. This note should be added to the engineered drawings and included on the site plan agreement. The Town Water Department requires that the meters are located within a building. The

Peggy Slama P.Eng., Manager of Environmental Services
43 Stewart Road, Collingwood ON L8Y 4M7 tel 705-445-1800 ext 2234 fax 705-445-0781 pslama@collingwood.ca
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Town Water Department will provide the water meter at the Developer's cost, however the Developer must have an engineer size the meter. The Town Water Department will need to know this size 6 weeks prior to the meter being installed in order to ensure that it is available for installation. It is a standard of practice in the Town that water meter by-passes are not allowed.

6. A construction water fee in accordance with the current fees and charges Bylaw is due when a building permit is obtained.
7. Any connections to the Town water system are to be installed by the Town of Collingwood Water department by live tap, at the Developer's expense.
8. The proposed facilities will require premise protection backflow prevention devices as per CSA B64.10-11/B64.10.1-11, OBC and the Town water by-law. It should be noted that the device will require annual testing, with all associated costs the responsibility of the owner.



Peggy Slama P.Eng., Manager of Environmental Services
43 Stewart Road, Collingwood ON L9Y 4M7 tel 705-445-1800 ext 2224 fax 705-445-0781 pslama@collingwood.ca
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Meeting Comments:



6. Enbridge



Enbridge Gas Distribution
500 Consumers Road
North York, Ontario M2J 1P8
Canada

June 4, 2018

Trevor Houghton
Senior Planner
Town of Collingwood
Planning Services
55 Ste. Marie Street, 3rd Floor
Collingwood, ON L9Y 0W6

Dear Trevor,

Re: Site Plan Control Application
Jasper Group Inc.
201 Raglan Street
Town of Collingwood
File No.: D111118 Related: D084212

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 SalesArea50@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.

In the event that easement(s) are required to service this development, the applicant will provide the easement(s) to Enbridge Gas Distribution at no cost.

Enbridge Gas Distribution reserves the right to amend or remove development conditions.

Sincerely,

Alice Coleman
Municipal Planning Coordinator
ENBRIDGE GAS DISTRIBUTION
TEL: 416-495-5386
MunicipalPlanning@enbridge.com
500 Consumers Rd, North York, ON, M2J 1P8
Integrity. Safety. Respect.

cc: Belinda Boucher – Town of Collingwood
AC/jh



7. Simcoe County District School Board



Simcoe County District School Board

1170 Highway 26 West
Midhurst, Ontario
L0L 1X0

Phone: (705) 728-7570
Fax: (705) 728-2265
www.scdsb.on.ca

May 25, 2018

Ms. Belinda Boucher
Administrative Assistant
Planning Services
Town of Collingwood
P.O. Box 157
Collingwood, ON
L9Y 3Z5

D111118

Dear Ms. Boucher:

**SITE PLAN APPLICATION
JASPER GROUP INC. OFFICE
201 RAGLAN STREET
TOWN OF COLLINGWOOD**

Thank you for circulating a copy of the proposed site plan to this office for review. The proposal consists of a 3-storey office building.

Planning staff have no objection to this proposed site plan.

Should you require additional information, please do not hesitate to contact this office.

Yours truly,

Holly Spacek, MCIP, RPP
Senior Planner

cc: Trevor Houghton,
Senior Planner

Meeting Comments:
