DEVELOPMENT APPLICATION PRE-CONSULTATION FORM

Meeting Date: May 31, 2023	**Site Address:** 1026 Cooke Boulevard
Property Owner: Halton Standard Condominium Corporation No. 416	**Applicant / Address / Phone / Email** MHBC Planning c/o David McKay 7050 Weston Road, Suite 230 Woodbridge ON
Site Area: 0.32 ha	

APPLICATION TYPE (check applicable applications):

Local Official Plan Amendment	**X**	Zoning By-law Amendment	**X**	Plan of Subdivision		Parkway Belt Amendment	
Other Application							

1. **Brief description of proposed development:**
   Proposal for a 29 storey mixed use building consisting of 334 residential units and 375 sq. m. of ground floor retail. The development will have four levels of underground parking with a total of 308 parking spaces.

2. **Conformity with Regional Official Plan Designation?** YES X NO _____

   Has an application been made to amend the Regional Official Plan: YES _____ NO X

3. **1997 Official Plan Designation:** Mixed Use Corridor - Employment

   Conformity with 1997 Official Plan land use designation? YES _____ NO X

   If 'NO' what is the nature of the OP amendment needed? Land Use, Height and Density

4. **2020 Official Plan Designation:** Mixed Use Corridor – Employment; Primary Growth Area; MTSA Special Planning Area

   Conformity with 2020 Official Plan land use designation? YES _____ NO X

   If 'NO' what is the nature of the OP amendment needed? Land Use, Height and Density

5 **Existing Zoning:** MXE

   Conformity with existing zoning? YES _____ NO X

   If 'NO' what is the nature of the zoning amendment needed? Land Use, Height

6. Design Guidelines in effect? YES X NO

Name of Design Guidelines Tall Building Guidelines, Shadow Study Guidelines and Terms of Reference, Pedestrian Level Wind Study Guidelines and Terms of Reference, Sustainable Building & Design Guidelines

7. Is the property listed in Municipal Heritage Register, designated under the Ontario Heritage Act or adjacent to a designated property?

YES NO X

8. **Fees Required at Time of Application**

APPLICATION	CITY	REGION	CONSERVATION HALTON
Official Plan Amendment:	$ 88,522.50	$9,159.66	N/A
Rezoning - Base Fee: (70% if combined) Rezoning - Variable Fee:	$23,370.00 Units 0-25: $11,250 Units 26-100: $25,500 Units 101-308: $32,085 Non-Residential GFA: $187.50	$1,220.89	N/A
TOTAL	179,915.00	$10,380.55	N/A

Separate cheques are payable to City, Region and Conservation Halton

9. Additional Agencies to be contacted: MTO, Metrolinx, CNR, Burlington Hydro, Union Gas

10. Pre-Application Public Consultation Meeting

Is a pre-application consultation meeting required?

YES x NO

The following steps must be completed if a Pre-Application Public Consultation Meeting is required:

- *The consultation meeting is to be organized by the applicant and must be held before the application is submitted.*
- *Circulation of the meeting invitation to residents and tenants within 120 metres of the development site will be completed by the City for a fee. Provide the required materials to the City at least one month prior to the meeting. Notice must be sent a minimum of 21 days in advance of the meeting.*
- *Please notify the Ward Councillor, Mayor, and the Coordinator of Development Review of the date, time & location of the meeting. Be sure your meeting location is accessible and close to the development site.*
- *During the meeting, provide a detailed overview of the development proposal and allow time for questions and comments from the public. Planning staff will provide an overview of the development application review process. Take notes of the discussion.*
- *As part of a complete application, you must provide consultation meeting minutes which include a written summary of public input received at the meeting. As part of the Planning Justification Report, you must explain how this public input was considered and used to modify the development proposal.*

11. Community Benefits

Is this an application for a building of five (5) or more storeys and ten (10) or more residential units?

YES X NO

If "YES" Community Benefits **may be** required. Please consult City of Burlington By-law 66-2022, Community Benefits Charges.

12. Required Information for Complete Application

1)	Completed Application Form	Required
2)	Fees for the processing of planning application(s)	Required
Supporting Reports, Studies, Plans **In accordance with Policies contained within 11.1.2 of the City's Official Plan, all identified materials must be submitted in accessible PDF format consistent with the City's standards and the standards of <u>The Accessibility for Ontarians with Disabilities Act</u> before an application is deemed complete.**		**Required (Yes/No)**
i.	Planning Justification Report, including employment or residential needs analysis, where required	Yes
ii.	Land Assembly Documents	N
iii.	Survey and Severance Sketch, prepared by an Ontario Land Surveyor	Yes
iv.	Land Use Compatibility Study	Yes
v.	Retail and Service Commercial Needs Assessment	N
vi.	Financial Impact Study	N
vii.	Housing Impact Statement	Yes
viii.	Park Concept Plan	N
ix.	Agricultural Impact Assessment	N
x.	Social Impact Assessment	N
xi.	Archeological Report	N
xii.	Heritage Impact Study	N
xiii.	Cultural Heritage Landscape Impact Assessment	N
xiv.	Conceptual Site Plan Layout	Yes
xv.	Architectural Plans	Yes
xvi.	3-D Model of Proposed Buildings	Yes
xvii.	Burlington Urban Design Advisory Panel (BUD) Comments	Yes
xviii.	Height Survey of Adjacent Buildings	Yes
xix.	Angular Plane Study	N
xx.	Shadow Analysis Plan	Yes
xxi.	Wind Impact Study	Yes
xxii.	Arborist's Report	Yes
xxiii.	Tree Inventory and Preservation Plan	Yes

xxiv.	Landscape Plan	Yes
xxv.	Water & Wastewater Functional Servicing Report	Yes
xxvi.	Hydrogeology Study / Water Budget & Hydrology Study	N
xxvii.	Source Protection Disclosure Report	N
xxviii.	Noise Feasibility Study / Vibration Study	Yes
xxix.	Transportation Impact Study	Yes
xxx.	Transportation Demand Management Plan and Implementation Strategy	N
xxxi.	Parking Justification Report	Yes
xxxii.	Storm Water Management Report / Functional Drainage Report, Storm Services Plan and Flooding Hazard Delineation and/or Grading and Drainage Plans	Yes
xxxiii.	Environmental Impact Assessment	N
xxxiv.	Top-of-bank Demarcation / Slope Stability Assessment / Creek Erosion Assessment / Geomorphic Study	N
xxxv.	Shoreline Hazardous Land Studies	N
xxxvi.	Geotechnical Report	N
xxxvii.	Phase One Environmental Assessment	Yes
xxviii.	Phase Two Environmental Assessment / Record of Site Condition	Yes
xxxix.	Landfill Assessment	N
xl.	Sustainable Building and Development Guidelines Checklist	Yes
xli.	Phasing Strategy for Development of Retail and Service Commercial Uses	N
xlii.	Public Consultation Strategy	N
xliii.	Response to Comments Received at a Community Meeting Held in Advance of a Formal Development Application	Yes
xliv.	Comprehensive Block Plan	N
xlv.	Urban Design Brief	Yes
xlvi.	Tenant Relocation and Assistance Plan	N
xlvii.	**Other** Environmental Site Screening Checklist Draft Official Plan Amendment / Draft Zoning By-law Amendment Waste Management Report Letter of Reliance	 Yes Yes Yes Yes

13. ADDITIONAL REQUIREMENTS: See attached meeting notes & application checklist

NOTES:

1. **The applicant may request a Technical Preconsultation prior to submission of the application. This optional process involves electronic submission of the draft materials and a preliminary municipal review to determine whether there are technical issues which could be resolved prior to formal submission of the application.**

2. **Notwithstanding the fees noted above, all fees are payable based on the rate in the fee schedule by-law in effect on the date the payment is made.**

3. **The purpose of this document is to identify the information required to commence processing a complete application as set out in the Planning Act. Pre-consultation does not imply or suggest any decision whatsoever on behalf of City staff or the Corporation of the City of Burlington to either support or refuse the application.**

4. **This document expires 180 days from the date of signing or at the discretion of the Director of Community Planning. Please note that development application fees may change during this period and it is the applicant's responsibility to ensure that the correct fees are paid at time of application.**

5. **The City may require the peer review of a technical report submitted by the applicant. If this is required, the applicant will be advised and will be charged a fee equal to the cost of the peer review.**

6. **In the event this Pre-consultation Document expires prior to the application being accepted by the City, another meeting will be required.**

7. **Application materials submitted without the information identified in this Pre-consultation Document, or without the supporting technical studies prepared in accordance with the direction provided in Appendix 1, the meeting notes, and the Pre-submission checklist attached to this Document, will be returned to the applicant based on insufficient information to properly evaluate the application.**

8. **The applicant acknowledges that the City considers the application forms and all supporting materials, including studies and drawings, filed with any application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the City copying and releasing the application and any supporting materials either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.**

9. **It may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.**

10. **The applicant must grant permission for municipal and agency staff to visit and access the property while the application is being processed.**

11. **There may also be financial requirements arising from the application, including, but not limited to, park dedication, development charges, payment of outstanding property taxes, deferred local improvement charges, costs for lifting 0.3-metre reserves, and reimbursement for road widening acquisition or road improvements.**

12. **Personal information contained in this form is collected under the authority of the Planning Act, R.S.O. 1990, cP.13, as amended. The information will be used for the purpose of administering the City of Burlington's pre-consultation process on development applications.**

13. **The applicant requests that the information submitted on this pre-consultation form and associated documents be kept confidential. It is understood; however, that an access request may be filed under the Municipal Freedom of Information and Protection of Privacy Act, and information may be subject to release, notwithstanding the request to keep information confidential.**

Staff and Agency Signatures:

Planning Staff	Planning Staff (Signature)	Date
Site Engineering Staff	Site Engineering Staff (Signature)	Date
Site Engineering Staff	Site Engineering Staff (Signature)	Date
Capital Works Staff	Capital Works Staff (Signature)	Date
Transportation Staff	Transportation Staff (Signature)	Date
Regional Staff	Regional Staff (Signature)	Date
Regional Staff	Regional Staff (Signature)	Date
Conservation Halton Staff	Conservation Halton Staff (Signature)	Date

Proponent Signatures:

In signing this agreement, I acknowledge that the drawings, reports and other requirements indicated above must be completed in accordance with the direction in this Preconsultation Form, the attached notes and the attached Pre-Submission Checklist, and submitted, along with a completed application form, any information or materials required by statute, the required application fees and a copy of this agreement in order for the planning application to be considered complete. In addition, I have read and agreed to the Notes listed above.

Property Owner	Property Owner (Signature)	Date
Agent	Agent (Signature)	Date

(I have authority to bind the owner)

APPENDIX ONE: REQUIREMENTS FOR REPORTS/STUDIES AND PLANS

6.1 Planning Justification Report

A qualified planner (Registered Professional Planner) must submit a signed report providing planning justification for the proposed amendment in light of the principles, objectives and policies of the City's Official Plan and the technical studies accompanying the application. The goal of the report is to document how the proposed departure from the local policies and regulations represents good planning and is in the public interest. The report must: describe the site context; address applicable provincial and regional policy; describe the proposal in detail including preliminary site plan details if applicable; address applicable local Official Plan policies (e.g. policies relating to compatibility, intensification, redesignation criteria and conversion policies); describe how the proposal meets Council approved Design Guidelines, discuss findings of the technical studies in the context of the Part II Functional Policies of the Official Plan; and other Council policy.

6.2 Conceptual Site Plan Layout & Site Survey

General plan required showing proposed building envelopes, driveways, parking and landscape areas. Survey of site showing PINs, easements, property boundaries etc.

6.3 Draft Plan of Subdivision

The plan of subdivision map is to contain information required under Section 51(17) of the Planning Act, as well as: legend, map scale, boundary of property to be subdivided, north marker, address, registered plan number, lot and concession, date plan prepared and date of any revisions, name of person or firm who prepared the plan, all landowners names, signatures and date, and the Ontario land surveyor's name, signature and date.

6.4 Stormwater Management Report

Required in accordance with Part II, Section 2.11.3 subsections a) & d) of the Official Plan.

6.5 Functional Servicing Report

Required in accordance with Part II, Section 2.11.3 subsection e) of the Burlington Official Plan. Required for all applications in urban areas in accordance with Part III, Sections 87-89 of the Regional Official Plan. Municipal (Urban) Servicing Guidelines are available from the Region of Halton.

6.6 Tree Inventory and Protection Plan

Required when a property under application contains woodlots, tree stands or hedgerows, in accordance with Part II, Section 6.0 of the City's Official Plan and Part IV, Sections 146-147 of the Regional Official Plan. A tree survey must be prepared by a qualified professional, identifying all existing trees, their type, size and condition, those trees proposed to be removed and retained, and the methods to be used to ensure preservation and protection of those trees to be retained.

Conceptual Landscape Plan:

Required in accordance with Part II, Section 6.0 of the City's Official Plan. The Conceptual Landscape Plan must be prepared by a qualified professional (certified member of the Ontario Association of Landscape Architects), identifying the location and general design intent of the proposed plantings. Minimum required soil volumes must be identified for proposed planting areas."

6.7 Traffic Impact Study

Required for applications as set out in Part II, Subsection 3.2.2 d) of the City's Official Plan and Part IV, Sections 171-173 of the Regional Official Plan. Contact City Transportation Planning staff (City roads) or Regional Public Works staff (Regional roads) for background information and to discuss TIS assumptions. For Regional roads, applicants are referred to the "Guidelines for the Preparation of Traffic Impact Studies". MTO must be contacted for lands near provincial highways

6.8 Top-of-Bank Demarcation

Required for applications on any property containing, or abutting a creek or valley feature, Lake Ontario or Burlington Bay shoreline, in accordance with Part II, Section 9.2.2 subsection b) and Part III, Section 6.4.2, subsections d) and e) of the City's Official Plan. Applicant's surveyor must meet on-site with representatives of the City Capital Works Department and Conservation Halton to survey the top of bank and/or floodline, and this surveyed line shall be incorporated into the applicant's subdivision or site plan. A geotechnical report may be required to identify stable top-of-bank.

6.9 Environmental Evaluation Report

Required for applications as set out in Part II, Section 2.5 of the City's Official Plan, the Regional Official Plan and the Region's Environmental Impact Assessment guidelines. These assessments will be reviewed by the Halton Ecological and Environmental Advisory Committee (EEAC).

6.10 Noise and/or Vibration Feasibility Study

Required for applications as set out in Part II, Section 3.3.2, subsections r), s) and t), and Part II, Section 3.7.2, subsections d), e) and f) of the City's Official Plan, Part IV, Sections 142-143 of the Regional Official Plan, and for all properties abutting arterial roads. In the case of Regional roads, applicants shall refer to the Region's "Noise Attenuation Policy for Regional Roads," dated October 2000.

6.11 Shadow Study
May be required to demonstrate the potential shadow impacts of a proposed development on its surrounding context, in compliance with the City's Shadow Study Guidelines and Terms of Reference.

6.12 Environmental Site Screening Checklist
Required for all applications as set out in the "Protocol for Reviewing Development Applications with respect to Contaminated Sites," dated March 2003. Applicants should contact the Region of Halton for historical data and any environmental records.

6.13 Phase One or Two Environmental Site Assessment/Record of Site Condition Report
Required to assess site contamination in accordance with Part II, Section 2.4, subsections i) and j) of the City's Official Plan. All requirements of O. Reg. 153/04 must be met for Phase One and Two studies and required Records of Site Condition (RSCs). A letter of reliance from the Environmental Consultant/Qualified Person, confirming the City of Burlington and the Region of Halton can rely on the information contained in the report(s) is required. All reports must be signed by a Qualified Person as defined under O.Reg. 153/04.

6.14 Land Assembly Documents
Required for applications where, in the opinion of the Community Planning Department, the assembly of additional lands is required to facilitate orderly development of the area. Applicants are required to submit documentation demonstrating that a reasonable, bona fide offer has been made to acquire such lands.

6.15 Height Survey of adjacent buildings
Required for all residential infill and intensification rezoning applications, in accordance with City Council policy. A surveyor's report must identify the highest points of the existing adjoining roofs measured from the existing average grade of the shared property line.

6.16 Heritage Impact Statement
Required as determined by Planning staff for any property designated pursuant to the Ontario Heritage Act, identified on the City's Inventory of Heritage Resources, or for any property located adjacent to a designated or otherwise inventoried property.

6.17 Archaeological Report
Required for all applications in or near areas of archaeological potential, as determined by the Region of Halton. Reports must be completed in accordance with Provincial requirements and the Regional Archaeological Master Plan.

6.18 Pedestrian Level Wind Study
May be required to predict and assess the wind impacts of proposed buildings and site designs on surrounding public and private spaces in addition to on-site wind conditions, in compliance with the City's Pedestrian Level Wind Guidelines and Terms of Reference.

6.19 Sensitive Land Use (Risk Assessment) Report
Required for applications proposing sensitive land uses in proximity to existing industrial uses, or proposing industrial uses in proximity to existing sensitive uses, in accordance with Part II, Section 2.7.3 subsections n) & o) and Part II, Section 4.3 subsection d) of the City's Official Plan, Part IV, Sections 146-147 of the Regional Official Plan, and the Ministry of the Environment D-6 series guidelines.

6.20 Agricultural Impact Assessment Report
Required for applications as set out in Part II, Subsection 13.3 e) of the City's Official Plan and for certain proposals in certain designations in the Regional Official Plan. Guidelines for these assessments are available from the Region of Halton, and these assessments will be reviewed by the Halton Agricultural Advisory Committee (HAAC).

6.20 Burlington Urban Design Advisory Panel Meeting Minutes
The Burlington Urban Design Advisory Panel (BUD) is an independent advisory body comprised of design professionals that provides urban design advice to the Community Planning Department. Advice from BUD will be integrated early in the review process to reinforce the City's expectation for a high standard of design excellence resulting in a more efficient and effective municipal development review. A copy of BUD meeting minutes must be submitted with the application along with a Design Brief explaining how their advice has been incorporated into the development proposal.

6.21 Hydrogeological Assessment
Required for all applications in areas subject to private water and septic services, as set out in Part IV, Subsection 2.1.3 b) and Part IV, Subsection 3.3 d) of the City's Official Plan, the Regional Official Plan and the Region's "Guidelines for Hydrogeological Studies and Standards for Private Services, revised June 2000. Applicants should contact the Halton Health Department for more details regarding site-specific studies, which must be approved by the Region following a peer review.

6.22 Other Any other studies as determined to be necessary to facilitate proper consideration of the application.

Preconsultation Meeting Notes
1026 Cooke Boulevard – May 31, 2023

Attendees:

City of Burlington:	Elyse Meneray, Bill Wallace, Andrea Papineau, Smeeta Adiga, Danielle Beck and Jenna Puletto
Halton Region:	Amanda McNeish and John Kisneris
Proponents:	David McKay, Maire Stea, Raza Mehdi

Description of Development Concept:

- Proposal for a 29 storey mixed-use building consisting of 334 residential units and 375 square metres of ground floor retail;
- Four levels of underground parking with a total of 308 parking spaces;
- Access to the site is proposed from Cooke Boulevard.

Planning Comments:

Current Official Plan (1997, as amended)

- The subject lands are designated Mixed Use Corridor – Employment, as shown on Schedule C of the Official Plan. Refer to polices in Part III, section 5.0, 5.1, 5.2, 5.3, including 5.3.4
    - Mixed Use Activity Areas shall be subject to a high quality of urban design
    - Objective of Mixed Use Corridors is to encourage development that is higher intensity, transit-supportive, pedestrian-oriented, and mixed use, while retaining compatibility with nearby land uses.
    - Retail and service commercial uses and other pedestrian-oriented uses shall be encouraged at street level
    - Cooke Boulevard and Waterdown Road, as lands designated Mixed Use Corridor - Employment, are primarily intended for higher-intensity, transit- and pedestrian-oriented employment development.
    - Permitted uses include industrial; office; a limited range of retail, service commercial and personal service uses which serve the day-to-day needs of employees; financial institutions and services; entertainment, recreation, and other community facilities; and motor vehicle dealerships.
    - Mixed Use Corridor – Employment lands are intended to provide for the retail and service commercial needs of the employment uses and their employees within and immediately adjacent to the Corridor. In addition, retail uses related to home improvement shall be permitted.
    - Residential uses are not permitted in Mixed Use Corridor – Employment designation.

- Maximum floor area ratio is 1.0:1, except industrial uses which are maximum 0.5:1.
- Maximum building height shall be 6 storeys, except for industrial uses which are maximum 2 storeys
- Buildings should be located so as to front the street, to provide a sense of human comfort and pedestrian scale, and in close proximity to transit services;
- off-street parking needs may be reduced for sites with transit-supportive designs or shared parking arrangements.
- The full extent of permitted uses may not be permitted on all sites based on site-specific factors.
- Transit-supportive and pedestrian-oriented urban design shall be required.
- Part III, 5.3.4(k) outlines criteria for proposals to redesignate Mixed Use Corridor – Employment Lands to permit non-employment uses. These include that the proposal shall only be considered in conjunction with a Comprehensive Review; the proposal shall not detrimentally affect the employment land needs of the City; the intensity and characteristics of the proposed non-employment use shall not detrimentally impact the viability, desirability, or servicing of existing and future surrounding land uses; the site's physical and natural characteristics, development constraints, and location shall justify the consideration of non-employment uses; support studies are prepared as identified in Part VI, section 5.3 of the Plan; and, the redesignation shall meet at least two of the following conditions:
    - the amount of land affected is minor in area based on the projected land requirements within the planning horizon of the Plan;
    - the development of the site is not feasible for employment uses within the planning horizon of the Plan;
    - there are no alternative sites, designated and approved for the proposed use elsewhere in the City;
    - the proposal will have a beneficial impact on the surrounding uses and the broader community; and
    - the development of the land for non-employment uses will meet a public need identified by City Council resolution.

- The residential land use policies in Part III, Section 2 of the Official Plan are also applicable to residential uses that are proposed in non-residential designations. This includes the Intensification Criteria in Part III, section 2.5

New Official Plan (2020)

- On November 30, 2020, the Region of Halton issued a Notice of Decision approving the new Burlington Official Plan. Section 17(27) of the Planning Act (R.S.O. 1990, as amended) sets out that all parts of an approved official plan that are not the subject of an appeal will come into effect on the day after the last date for filing a notice of appeal - that date being December 22, 2020 for the new Burlington Official Plan. The appeal record submitted to the Ontario Land Tribunal (formerly Local Planning Appeal Tribunal (LPAT) by the Region of Halton indicates that a total of 48 appeals to various parts of the new Burlington Official Plan were received during the appeal period.

- Although the City is preparing a working version of the new Official Plan, it is the OLT that will issue Orders throughout the appeal process to establish and confirm which portions of the Plan remain subject to appeal, and which portions are in effect. The City anticipates that the first of these Orders will be issued by the OLT following the initial case management conference in this matter, which has yet to be scheduled. At the appropriate time, City staff will also bring forward a repeal by-law(s) for the former Burlington Official Plan (1997, as amended).
- As the OLT process advances, the working version of the Burlington Official Plan, 2020 is subject to change. Users of the document must satisfy themselves as to the legal status and applicability of the polices. Interested parties are encouraged to monitor the City of Burlington's website for updates regarding the OLT process, the Burlington Official Plan, 2020 and the Burlington Official Plan, 1997: https://www.burlington.ca/en/services-for-you/Official-Plan-Review.asp
- The lands are located within a *Primary Growth Area*, and in an MTSA Special Planning Area in accordance with Schedule B-1 - Growth Framework, of the New Official Plan (2020). Primary Growth Areas shall be recognized as a distinct area within the City's Urban Area accommodating growth in accordance with the permissions and densities of the current land use designations of this Plan.
- Halton Region has confirmed through Regional Official Plan Amendment 48 that the subject lands are within the Aldershot GO MTSA (now Protected MTSA). Therefore, while not determinative, the policies in Section 8.1.2 (Major Transit Station Areas) of the Official Plan (2020) are informative in the review of the subject applications. This section contains guidance for development applications preceding the completion of the City's area-specific plans.
- The lands are further designated *Urban Corridor – Employment* in accordance with Schedule C – Land Use – Urban Area, of the New Official Plan (2020).
    - The objectives of the Urban Corridor – Employment designation include providing locations that are primarily intended for higher-intensity employment uses, and encouraging higher-intensity, transit-supportive and pedestrian-oriented mixed-use development in a compact built form and to ensure an employment function on these lands.
    - Residential uses are not permitted.
    - Permitted uses are industrial, office, accessory retail and service commercial at grade level, home improvement and home décor sales, automotive commercial uses, entertainment uses, and recreation uses.
    - Transit-supportive and pedestrian-oriented urban design shall be required.
    - Maximum FAR is 2:1. An increase may be considered through a site-specific rezoning application.
    - Maximum building height is 6 storeys, and upper-level terracing may be required for compatibility.
    - Zoning regulations will establish maximum floor area and floor area at grade per individual retail and service commercial unit.

Section 3.1.1 Housing

Housing is fundamental to the social, economic and physical well-being of the city's residents and neighbourhoods. The City will promote an appropriate and adequate range of housing choices by type, tenure and affordability level, to accommodate the needs of all city residents and workers, regardless of age, income level, physical, sensory and mental health and ability, culture, level of support services, household structure and family composition.

Section 3.1.1(2) Policies

(b) The City shall require the submission of a housing impact statement where a development proposal includes more than one hundred (100) dwelling units, identifying:

(i) how the proposal contributes to achieving the Region of Halton housing targets, including identification of any proposed new affordable or assisted housing units;
(ii) how the estimated rents and/or initial sales prices of the development are at or below the affordable housing thresholds by type
(iii) where construction of the units is expected to occur in phases, information regarding the number of affordable housing units to be provided per phase, where applicable; and
(iv) the proposed legal and/or financial mechanisms to ensure the delivery of any proposed new affordable housing commitments, and mechanisms to retain the long term affordability of units, where applicable.

Subsection 3.1.1(2)(g) of the new Official Plan (2020) and the City's Strategic Plan, directed the City to develop a city-wide housing strategy to among other things, support the Region of Halton's Housing Strategy. The Housing Strategy describe the current range and mix of housing in the city, establish city-wide housing objectives, examine opportunities for partnerships to increase the supply of affordable housing, to develop minimum targets in support of achieving the region of Halton's housing mix and affordable unit targets as well as two- and three-bedroom unit minimum targets.

The Burlington Housing Strategy and the Annual Housing Targets were approved by City Council on June 21, 2022. The City's Housing Strategy provides a roadmap for addressing local housing needs and increasing housing options that meet the needs of current and future residents at all stages of life and at all income levels. The Housing Strategy identifies 12 Actions to move toward the vision for housing in Burlington. It provides a set of action-oriented housing objectives (Themes) and an associated implementation plan that also identifies a list of Prioritized Actions and Quick Wins.

Action 4 of the Housing Strategy established minimum targets around housing that build upon the policies of the Official Plan (2020) and use the findings of the Housing Strategy Project. These targets are appended to the Housing Strategy and set targets for new dwellings units

by size and type and include target for affordable units, rental units and 2 & 3-bedrooms among others.

Current Zoning

- The lands are zoned Mixed Use Corridor – Employment in accordance with the City's Zoning By-law 2020, as amended.
- This zone permits select retail commercial; service commercial community; office; automotive; entertainment and recreational uses.
- A minimum height of 2 storeys for industrial/automotive uses is permitted and a maximum height of six storeys is permitted for all other uses.

MTSA ASP Study for Aldershot GO MTSA

- At the January 11th, 2022 Community Planning, Regulation and Mobility Committee Meeting, staff report PL-02-22 (released on January 4th with the CPRM agenda), Council endorsed in principle the Recommended Preferred Precinct Plans for Burlington's Major Transit Station Areas. Council's endorsement represents a critical check point in the project that has enabled staff to move forward to the next stage of the project which involves the creation of area-specific plans and supporting Official Plan Amendments for each of the MTSAs.
- The Council endorsed Recommended Preferred Precinct Plan (as shown in Appendix B to PL-02-22) for the Aldershot GO MTSA shows 1026 Cooke Boulevard as being located in a new "Cooke Commons" Precinct.
- The Cooke Commons Precinct is planned to serve as a unique retail and dining destination with a comfortable and vibrant pedestrian environment with active uses at the street level and increased emphasis on pedestrian and multi-modal movement.
- Cooke Boulevard is being considered to be reimagined as a flex street, as defined in the City's Official Plan (2020)., P. 55 of the MTSA ASP Study Final Report (June 2022) further describes Flex Streets as: "…designed to be easily closed for special events to allow for more community interaction. Things to consider such as flush paving across the right-of-way, roll curbs, removable bollards etc. are all elements of a flexible street."
- Developments fronting Cooke Boulevard shall include a ground floor retail and service commercial use.
- Permitted uses include: residential uses with the exception of single detached dwellings, semi-detached dwellings and other stand alone ground oriented dwellings; office uses; retail and service commercial uses; hotel use; entertainment uses (on the bottom two floors only) and recreation uses (on bottom two floors only).
- The minimum building height is 6 storeys and maximum building height on the west side of Cooke Boulevard is 19 storeys.
- A continuous streetwall height of 3 storeys shall be provided along both sides of Cooke Boulevard. Above the third storey, buildings shall be stepped back at minimum 3 metres.
- 1026 Cooke Boulevard is located along an MTSA Retail Main Street as shown on Figure 3.8 of the MTSA ASP Study Final Report (June 2022). See Section 3.3.3.2 'Retail Streets' of the Final Report for policy directions.

- Additionally, the policy directions of the MTSA ASP Study Final Report (June 2022) requires a comprehensive block plan in this precinct prior to any development being approved to consider matters such as transportation connections. See 6.3n) of the Final Report for matters that are to be considered through block planning.
- It is expected that as part of the City's area-specific planning work, the current employment designation of the subject lands in the City's Official Plan (2020) would be changed to a designation which also allows for residential uses. See Section 3.3.2 Employment Uses & Conversions of the MTSA ASP Study Final Report (June 2022) for policy directions to ensure that the redevelopment of the MTSAs support the achievement of the planned population to jobs ratio target established by Halton Region.
- For more information, visit www.getinvolvedburlington.ca/mtsa, refer to staff report PL-02-22, including Appendix A, Interim Report or PL-10-22, MTSA ASP Planning Study Update, Appendix A, MTSA ASP Planning Study Final Report.
- Staff are also taking stock of the recent changes that have been made by the Province to the broader Provincial and Regional planning framework and assessing its impacts on the MTSA Area-Specific Planning Project. These provincial changes include the recent Bill 97 *Helping Homebuyers, Protecting Tenants Act*, 2023, Bill 23, the *More Homes Built Faster Act*, 2022 which received Royal Assent on November 28, 2022, and the Minister of Municipal Affairs and Housing's modified approval of Regional Official Plan Amendment 49 on November 4, 2022.
- Staff anticipate reporting to Council in 2023 along with the delivery of draft policies/area-specific plans for an extended period of public engagement.
- Please continue to follow the MTSA project as Area-Specific Plans are developed for the City's MTSAs at www.getinvolvedburlington.ca/mtsa.

ROPA 49 and Area Specific Plans

- Regional Council adopted ROPA 49 in June 2022 and the Province issued a decision on November 4, 2022, approving the amendment with modifications.
- Section 81.4(5) prohibits any development applications within Strategic Growth Areas proceeding prior to the approval of an Area Specific Plan.
- The City of Burlington will accept development applications within Strategic Growth Areas; however, approval may not be granted until the Area Specific Plan is adopted by City Council.

Other comments:

- Amendments to the existing Official Plan and Zoning By-law are required to permit the proposed land use, height and density.
- Development on the subject lands must be compatible with the existing neighbourhood character with respect to scale, massing, height, siting, setbacks, coverage, parking and amenity area so an appropriate transition is provided between existing and proposed buildings.

- Justification for the proposed height and density increase is required as it deviates from the vision and policy direction in the current Official Plan, new Official Plan, Zoning By-law and Aldershot GO MTSA Area Specific Plan.
- The Applicant will be required to demonstrate how the proposed development is compatible with the existing and planned context for this area with respect to setbacks, separation distances and height transitions.
- Staff will require the Applicant to demonstrate how the proposal addresses the emerging directions for the Cooke Commons Precinct, in particular, the flexible street direction.
- As per Part III, section 5.3.2 (b) of the current Official Plan (1997), Mixed Use Corridor lands are intended to provide for the day-to-day and weekly shopping needs of residents within and in close proximity to the Corridor. It is important for the City that retail spaces be designed to be flexible and adaptable to attract a diverse range of commercial tenants to serve the current and evolving needs of the community over the long term. Please consider whether the proposed retail unit is sufficiently deep, has sufficient space for back-of-house functions, and has sufficient access to garbage and loading areas, to achieve this objective.
- The development proposal is subject to the following Council approved guidelines:
    - Tall Building Guidelines (2019);
    - Pedestrian-level Wind Study Guidelines and Terms of Reference (2020);
    - Shadow Study Guidelines and Terms of Reference (2020); and,
    - Sustainable Building and Development Guidelines (2018).

Preliminary comments on Concept Plan:

- Please confirm how residents will enter the building. There does not appear to be a main residential entrance for the building. The Tall Building Guidelines require main entrances to be clearly demarcated and a focal point of the building design.
- Please clarify how the proposed ground floor amenity area will be used.
- Please clarify where the commercial/retail parking spaces will be located. These parking spaces should be labeled on the site plan.
- The Zoning By-law requires a minimum 3 metre setback from a street, whereas the proposal is showing a 1.5 metre setback. Justification for the reduced setback is required.
- Please provide the setbacks for the underground parking structure.
- The Tall Building Guidelines require an 11 metre separation distance between buildings where windows are proposed within the podium. If there is no adjacent building, a 5.5 metre separation distance should be provided. The proposal should be revised to adhere to the guidelines.
- Please provide the following information on the site plan:
    - Unit mix for the building
    - Building height in metres
    - Height of the mechanical penthouse
    - Balcony locations, depths and area
    - Parking space dimensions
    - Bicycle parking dimensions

- Total landscaping area

Application Requirements

- An Official Plan and Zoning By-law Amendment are required to facilitate the proposed development.
- A Planning Justification Report is required:
  - to discuss the impact of Provincial, Regional and local planning policy (both the existing and adopted Official Plan) on the proposed development;
  - to explain why the requested change to higher intensity residential use is desirable and represents good planning;
  - to discuss whether the requested amount of non-residential floor area is appropriate to support the planned commercial function of the Mixed Use Corridor;
  - to discuss how the results of required technical studies have been used to refine the redevelopment proposal;
  - to explain how the proposed development is compatible with surrounding land uses including height, setbacks, massing, design and community features.
- Prior to submitting the application, consultation with the Burlington Urban Design Panel (BUD) will be required.
  - An Urban Design Brief will be required to explain how the City's Urban Design Guidelines have been addressed and how the comments of BUD have been taken into account.
  - A copy of the BUD meeting minutes must be submitted with the application. BUD Terms of Reference provided.
- A digital 3D model of the proposed building is required with the submission to assist with public engagement. Model specifications provided.
- A Shadow Study will be required to show how the proposed buildings and site design will impact the public realm, proposed outdoor amenity areas, and surrounding private outdoor amenity areas. Please refer to the City's Shadow Study Guidelines and Terms of Reference when preparing the Shadow Study. The study should show how height, setbacks, terracing, and massing have been considered to reduce impact on the low-rise houses to the east and south. A height survey of adjacent buildings should also be provided.
- A quantitative Wind Impact Study (i.e. using wind tunnel testing) will be required to show how the proposed buildings and site designs will impact pedestrian comfort on the street and surrounding public and private open space areas, as the building height-to-separation ratio is less than 1:1 from the low-rise area to the south. Please refer to the City's Pedestrian Level Wind Study Guidelines and Terms of Reference.
- A Housing Impact Study will be required in accordance with Subsection 3.1.1(2) h) of the Official Plan.
- Please consider sustainable building design in your proposed development, using the City's Sustainable Building and Development Guidelines. An introductory letter from the Burlington Sustainable Development Committee is provided.

- Staff contact: Elyse Meneray, Planner, Elyse.Meneray@burlington.ca

Region of Halton Planning Comments:

REGIONAL OFFICIAL PLAN, 2009

Designation & Overlays: Urban Area (Map 1), Built Boundary, Major Transit Station Area on a Commuter Rail Corridor (Map 1H), Regional Intensification Corridor (Map 1H)

Regional Official Plan Amendment No. 48

Regional Official Plan Amendment (ROPA) 48 was adopted by Regional Council on July 7, 2021 and approved by the Province on November 10, 2021. This amendment is the first amendment to be advanced as part of the Regional Official Plan Review under Section 26 of the Planning Act. The amendment defines specific elements of a Regional Urban Structure including strategic growth areas and the delineation of Urban Growth Centres and Major Transit Station Areas. ROPA 48 also includes a limited number of Employment Area conversions, establishes targets for strategic growth areas and updates the population and employment allocations assigned to Halton Region to 2051 by the Growth Plan, 2019.

Regional Official Plan Amendment No. 49

Regional Official Plan Amendment (ROPA) 49 was adopted by Regional Council on June 15, 2022 and is the second amendment to be advanced as part of the Regional Official Plan Review under Section 26 of the Planning Act. The amendment is to implement the results of the Region's Integrated Growth Management Strategy (IGMS), which considered how to accommodate growth in Halton to the 2051 planning horizon as part of the municipal comprehensive review process. The amendment also includes changes that support planning for growth in Halton and achieving conformity with the Provincial Growth Plan for the Greater Golden Horseshoe.

The Ministry of Municipal Affairs and Housing is the approval authority of ROPA 49 and issued a decision on November 4th 2022. The minister's decision is final and not appealable. The proposed development has been reviewed against the in-force Regional Official Plan with regard to the policies of ROPA 49, as adopted by the Province.

Urban Area, as amended by ROPA 48& 49

- The Urban Area (Section 72) policies of the Regional Official Plan (ROP) identify that the goal of the Urban Area and the Regional Urban Structure is to manage growth in a manner that fosters complete communities, enhances mobility across Halton, addresses climate change, and improves housing affordability, sustainability and economic prosperity.
- Within the Urban Area, the Regional Urban Structure as shown on Map 1H implements Halton's planning vision and growth management strategy to ensure efficient use of land, amongst other matters. Section 72.1 (6) identifies a Regional Urban Structure that directs

growth to Strategic Growth Area. The policies of the ROP provide for a structure and hierarchy in which to direct population and employment growth. Staff note that the Subject Lands are within a Strategic Growth Area.

- Section 72.1 (6) identifies a Regional Urban Structure that directs growth to *Strategic Growth Areas*. The policies of the ROP provide for a structure and hierarchy in which to direct population and employment growth. Staff note that the Subject Lands are located within the boundary of a 'Major Transit Station Area on a Commuter Rail Corridor' and along a 'Regional Intensification Corridor' which form part of the a defined *Strategic Growth Areas*.
- The ROP identifies and supports the comprehensive planning for these areas in accordance with policy 77(5) of the ROP. Specifically, the Region's Official Plan (Section 48, 77 (5) and Section 79.3(3)) provides that Area Specific Plans are required for the development of new Strategic Growth Areas. An approved Area Specific Plan would provide for the comprehensive development for the area. Any application received in advance of the approval of approval of an Area Specific Plan for this area may be considered premature. Careful consideration of the proposed intensification of use for the subject lands needs to be given in the context of the Region's growth management strategy.
- Matters to be addressed should an application be submitted in advance of the completion of the Regional Comprehensive Review and City of Burlington Area Specific Plan for this area:
    - How the proposal addresses the Regional Urban Structure and growth management policies of the ROP as amended by ROPA 48 & 49.
    - Consideration and evaluation of Section 77(5) of the ROP;
    - Comprehensive evaluation of the municipal services within the area consistent with the Region's Area Servicing Plan requirements;
    - Comprehensive evaluation of land use compatibility impacts for the area and the proposed development (also subject to City of Burlington input).
- Section 77(22) and 79.3(13) of the ROP requires Local Municipalities to include in their Official Plans development criteria to ensure that, outside of Employment Areas, the redevelopment of any employment lands will retain space for a similar number of jobs to remain accommodated on site.
    - In reviewing the proposal, it appears that the development will result in the loss of jobs/demolition of existing employment lands (i.e., the existing industrial use which contains multiple units).
    - The development concept and Planning Justification Report should clearly demonstrate how the loss of employment space and jobs is being addressed as part of the redevelopment of these lands.
- Section 84 states that it is a goal for housing to supply the people of Halton with an adequate mix and variety of housing to satisfy differing physical, social and economic needs.

- Additional housing polices in the ROP speak to making efficient use of serviced lands to increase the supply of housing, and encouraging Local Municipalities and the development industry to be innovative in housing designs.
- The ROP also contains a number of policies that support the provision of assisted and affordable housing, especially within areas where public transit, retail and other facilities are readily available. Increased opportunities for the development of Affordable Housing, particularly within Strategic Growth Areas is encouraged.

Potential for Site Contamination

- In accordance with Policy147(17) of the Region's Official Plan states that a property is to be free of contamination prior to any development/change of use taking place.
    - Submission of a Regional Environmental Site Screening Questionnaire is required in addition to a Phase 1 (at minimum) (to O. Reg 153/04 standards and with a Letter of Reliance). Additional Environmental Site Assessments may be required depending upon the recommendation(s) of the Phase 1 ESA.
    - Regional Staff note that the proposed development would result in a change in land use to a more sensitive land use (O.Reg. 153/04) and therefore triggers the mandatory Record of Site Condition requirements.

Land Use Compatibility

- ROP policy requires the assessment of Land Use Compatibility matters when a new sensitive uses are proposed in close proximity to major facilities and employment uses. Given the location the subject lands in relation to adjacent major facilities, a Land Use Compatibility Assessment is required to evaluate the adjacent major facilities, and to make recommendations on setbacks and mitigation measures to address impacts.
- In accordance with ROP policy, the Noise and Air Quality impacts from the adjacent major facilities needs to be assessed, and appropriate recommendations/mitigation measures be implemented to address potential impacts on the proposed sensitive use needs to be addressed as part of a development application submission.
- Land Use Compatibility with the proposed sensitive use (i.e., residential) should be addressed within the Planning Justification Report.

Waste Management:

- To ensure that the efficient and safe collection of solid waste from this site can be accommodated for this development, Regional Staff will require the submission of a detailed Waste Management Plan to be completed to address the Region's guidelines and site development standards.
- Regional Staff strongly recommend that the proposed built form/site layout be designed to accommodate Regional Waste collection.

Municipal Servicing:

- In addition to the previous comments related to the comprehensive planning for this growth area, Regional Staff note that in accordance with Policy 89(3) of the ROP, all

development within the Urban Area is to be on full municipal services. The following comments are provided based upon ROP policy direction in this regard and are supported by various implementing Guidelines, by-laws and standards:

Existing Municipal Services:

- There is a Halton Region local watermain within Cooke Boulevard adjacent to the proposed development.
- There is a Halton Region local wastewater main (sanitary sewer) within Cooke Boulevard adjacent to the proposed development, and within Plains Road East downstream to Waterdown Road.

Submission Requirements:

- A Functional Servicing Report is required to be prepared by the developer's civil engineering consultant (watermains, water services, fire hydrants, sanitary sewer mains, sanitary sewer services, property line wastewater (sanitary) inspection manholes, stormwater mains and stormwater services) to show options for how the property is proposed to be serviced according to City of Burlington and Halton Region standards. Local watermain and wastewater main (sanitary sewer) hydraulic analysis should be completed by the developer's consultant as well for the local sewers and the drainage area down the to the nearest trunk sewer. The consultant should include details about all other developments properties in the drainage area in their analysis of the local sewers. The report should speak to the number/type of units proposed and the phasing of the development with respect to the impacts on the Region's water distribution system and wastewater collection system. Phasing, timing of the development, and required/available capacity shall be detailed in the report. The consultant will include details about potential external main upsizing or main extensions to accommodate the development, etc.. Also future forecast Regional capital works projects. The proposed development (FSR) will have to align with any Area Servicing Plan and Master Servicing Plan that is required for the area, City and Region.
- The FSR report should incorporate Fire Flow Rate Testing. The proponent should undertake fireflow rate testing of representative Regional fire hydrants in the area, with the proponent's fireflow contractor and Region forces present. Include within the Report a copy of the fireflow rate testing results, and the Fire Underwriters Survey (FUS) requirements for the development. This information will help to assist in informing the watermain design and watermain hydraulic modelling analysis that is being undertaken by the proponent's consultants.
- Further to the formal hydraulic analysis requirement, the developer's consultant can utilize the Region's current water and wastewater models (if required). The developer's civil consulting engineering firm will be required to enter into a Data License Agreement prior to obtaining any digital information from the Region.
- The FSR should include information related to all the other Utilities infrastructure in the area and potential conflicts.

- The FSR should show the existing site services and note how they are proposed to be decommissioned to make way for the development.
- The developer must physically locate the watermain and wastewater mains (sanitary sewers) that are located immediately east of the property within Cooke Boulevard. The developer's Professional Engineer that is preparing the FSR must consult with the Region regarding the proximity of the proposed development to the watermain and wastewater mains (sanitary sewers), and the Region's approved set-back of the development from the watermain and wastewater mains. There shall be no impact from the development on the Region's watermain and wastewater mains. The Engineer shall prepare a number of cross-section engineering drawings along the east portion of the property and the City's road boulevard, for discussion with the Region. Proposed footings, foundation walls, overhangs, excavation, shoring, tie-backs, municipal mains and utilities will require to be detailed for review by the Region.
- Please note that this development may require additional municipal watermain isolation, and possibly a full size water chamber(s) (including three/four valves) for the proposed development's water service connections, to the Region's water distribution system. The developer's civil engineering consultant must undertake a design exercise within the FSR in order to demonstrate that a full size water chamber(s), if required, can fit within the roads/boulevards, while giving adequate separation distances from the other utilities in the area. The Engineer shall prepare a number of detail drawings, for discussion with the Region early in the process.
- New development must be on the basis of full municipal services.
- The developer should be aware of the Region's Multi-Unit Servicing Policy with respect to the number and location of water meters.
- Regional policies state that water and sanitary services cannot cross lot lines, the owner will ensure this throughout the process. Each lot must be independently serviced if it is proposed to be a separate lot.
- Any major servicing works required for this project would fall under the Regional Servicing Agreement process, including securities, Agreement registration, developer's liability insurance and the payment of Agreement fees.
- Servicing of a standard nature is required to go through the Regional Services Permit process.
- The size and scope of, utility trench and road cut, road restoration shall be to the satisfaction of the City of Burlington for local roads.
- Watermain and wastewater main (sanitary) servicing capacity is not guaranteed at the LOPA and ZBA stage. Servicing of development in the Burlington area of Halton Region is currently on a first-come-first-serve basis. The owner can pre-consult about servicing capacity with the Region at any time in the future going forward. This current development proposal capacity will be reviewed closely and commented upon at the time of Planning application receipt. Should a servicing capacity issue be identified at that time then it will have to be dealt with, working through it with the Region. Servicing capacity is deemed to be in hand at the issuance of a Regional Servicing Agreement, Special Financial

Agreement, and Regional Services Permit, which is reviewed and obtained toward the end of the City's Site Plan approval process, or Regional Servicing Agreement.

- The property appears to be located within the Aldershot GO Major Transit Station Area, of the City of Burlington. The City of Burlington is undertaking an Area Specific Plan process (including the Area Servicing Plans) for the Burlington Major Transit Station Areas. Halton Region has initiated an Integrated Water, Wastewater and Transportation Master Plan review exercise for the Region, together with, and in time, Background Studies and formal Programs. Please see the Planning comments for more context.
- As always, acquiring land for development purposes and hiring consultants, at this time, is at the risk of the developer.
- Any water services and sanitary services that currently exist to the property(s) that will not be utilized for any reason will be required to be disconnected right at the respective main by the developer.
- The developer's site servicing consultant can preconsult with the Region at any time regarding their proposed draft site servicing water design, wastewater design and identified utility conflicts (including storm).
- The Region would like to receive confirmation in writing when any required formal land assembly has taken place at the LOPA and ZBA stage in order for servicing to conform with Regional Policies, that water and wastewater services do not and will not cross lot lines for different property owners.

Submission Requirements:

- All submission materials on a USB
- Applicable Regional Fee(s)
- Complete Application forms
- Planning Justification Report
- Concept Plans
- Environmental Site Screening Questionnaire, Phase 1 Environmental Site Assessment (ESA) in addition to any recommended ESA (O.Reg 153/04 standards and with a Letter of Reliance),
- Functional Servicing Report
- Land Use Compatibility Assessment (including Air Quality Impact Assessment)
- Waste Management Plan

- Staff contacts:
  - Adam Huycke, Senior Planner, Adam.Huycke@Halton.ca
  - John Kisneris, Development Project Manager, John.Kisneris@Halton.ca

Development Engineering Comments:

GENERAL COMMENTS

1. All plans to use the same base layer.
2. Identify existing and/or proposed property lines on all plans.

3. Identify existing and/or proposed easements on all plans.
4. Identify limits of existing and/or proposed underground parking on all plans.
5. Identify existing reserves across property frontage.
6. Identify all applicable external agency setbacks on all plans.
7. All private utilities must be constructed within the subject property limits.
8. As per the City's Hydro Services Policy for development sites within a designated MTSA and/or the downtown, any new 27.6 kV hydro service or other utility which is required for the multi-story development shall be buried. Additionally, any existing overhead 4 kV hydro service along the frontage of the subject property shall be buried. The costs associated with the hydro service works shall be borne by the Developer.
9. City Plan and Profile drawings may be downloaded from the Open Data Portal.

RIGHT OF WAY

1. A Municipal Consent Permit is required for any works on public lands, including but not limited to temporary staging, grading, servicing, construction or disturbance of vegetation.
2. Land conveyances are to be free and clear of contamination and will not be accepted with a Certificate of Property Use. For sites with contamination concerns, environmental works should be undertaken for any lands to be conveyed separate from those for lands to be retained.

FUNCTIONAL SERVICING & STORMWATER MANAGEMENT REPORT

1. All documents to be prepared in accordance with the Council approved Stormwater Management Design Guidelines (COB SWM), as amended.
2. To be stamped and certified by a Professional Engineer.
3. External agency may review the report. If differing requirements exist between them and the City than the most stringent criteria shall apply.
4. The City's Stormwater Engineer has provided the following criteria:
   a. **Quality Control (COB SWM 6.1.4.1 and 6.1.4.2):**
      - Enhanced 80.0% TSS removal achieved with a treatment train approach. An OGS will only be credited with 50.0% TSS removal.
      - OGS CA-ETV certified units only.
      - OGS to be sized to capture and treat a min. 90.0% of the runoff volume.
      - Rooftop areas may be considered clean if the flows are separated from non-roof areas as per COB SWM 3.6 and 6.1.4.1.
   b. **Quantity Control (COB SWM 6.1.1.1):**
      - 100-year return period post development flow (or Regional Storm, whichever is greatest) shall be controlled to the 5-year pre-development flow.
      - A max. pre-development imperviousness of 36.0% (C = 0.50) for re-development is to be used for the pre-development calculations.
   c. **Erosion Control (COB SWM 3.4 and 6.1.2)**:
      - N/A
   d. **Water Budget (COB SWM 3.5 and 6.1.3):**

- Strongly recommend the first 5mm of rainfall be retained and infiltrated or reused onsite.

e. **Groundwater:**
   - If there is a foundation drainage collection system, flows must be accommodated in the quantity control for the site, and discharge must meet the Storm Sewer Discharge Bylaw 59-2022 Table 1 criteria, as amended.

f. **External Flows**:
   - Identify all external flows and safely accommodate them under the developed conditions to avoid upstream flooding or ponding.

g. **Overland Flow Route (COB SWM 5.3.2 and 6.1.1.3):**
   - Provide the emergency overland flow route on the plans and include the neighbouring properties to ensure existing drainage patterns are being maintained.

5. Provide full sized scalable, signed, and stamped plans for the following:
   a. pre-development storm drainage area
   b. post-development storm drainage area
   c. grading
   d. servicing
   e. any additional applicable plans
6. Include a Letter of Reliance that allows the City to rely upon the documents.

NOISE AND VIBRATION FEASIBILITY STUDY

1. All documents to be prepared in accordance with the MECP's Environmental Noise Guideline Publication NPC-300, as amended.
2. To be stamped and certified by a Professional Engineer.
3. External agency may review the report. If differing requirements exist between them and the City than the most stringent criteria shall apply.
4. The study to include but not limited to the following:
   a. Considered a Class 1 property.
   b. Identify offsite stationary noise sources that may require mitigation for existing and/or proposed development and provide the mitigation requirements. If offsite mitigation is required, then confirmation of a legal agreement between the development and offsite sources is required. Please note, adjacent property owners are not obligated to mitigate their onsite stationary noise sources, as it relates to stationary noise impacts on the subject development. The applicant is responsible for mitigating the exceedances within the limits of the subject development, which may require a site redesign.
   c. Provide all model calculations for both onsite and offsite.
   d. Provide any onsite noise measurements.
   e. Use reflective surfaces for model calculations where applicable.
   f. Provide capacity volumes received from the City's Transportation Services for roads using model calculations. Include the correspondence within the appendix.

g. Provide any correspondence from external agencies to confirm traffic and/or train counts within the appendix.
h. Provide all mitigating measure calculations including but not limited to window glazing, façade requirements, noise walls, etc.
i. Provide a key plan identifying points of reception.
j. Provide a key plan identifying sources of noise for both stationary and linear and including distances from subject property.
k. NPC-300 exceedances and/or max. points of reception required for every floor and side of the building.
l. Points of reception required for every neighbouring property.
m. Provide a table for the points of reception and include the allowable noise level under NPC-300, estimated noise level, and the mitigated noise level.
n. Provide warning clause recommendations where applicable.
o. Provide a summary and drawing of any required mitigation measures.

5. Include a Letter of Reliance that allows the City to rely upon the documents.

- Staff contact: Andre Papineau, Senior Engineering Technologist, Andre.Papineau@burlington.ca

ACRONYMS

CA-ETV	Canadian Environmental Technology Verification
City	City of Burlington
COB SWM	City of Burlington Stormwater Management Design Guidelines
Max.	Maximum
MECP	Ministry of the Environment, Conservation and Parks
Min.	Minimum
MTSA	Major Transit Station Area
OGS	Oil Grit Separator
TSS	Total Suspend Solids

Urban Forestry & Landscape Comments:

Please be advised that the Urban Forestry and Landscaping review of this application is considered preliminary at this time. Urban Forestry and Landscaping may provide additional comments, raise additional concerns, or request additional information upon receiving the outstanding or revised information, and upon further comprehensive review of its contents.

1. A Landscape Plan will be required showing the general layout and intent of what is proposed for landscaped areas, including landscape buffer planting, outdoor amenity areas, fence location and types and pedestrian circulation. See the Pre-Submission Checklist for all detailed requirements.
2. The landscape plans must show and dimension pedestrian walkways and connections to the city sidewalk (1500mm minimum width, 1800mm recommended). Consider the width of the pedestrian walkways minus the doors that open out to ensure pedestrians don't need to walk on vehicular driveways.

3. The landscape plans must show conceptually the proposed layout and use of any outdoor amenity areas.
4. The landscape plans must show all regulated limits/hazard lines on the landscape concept plan.
5. The landscape plans must show the location of air vents/shafts and coordinate with landscape concept (e.g. do not locate vents in walkways and coordinate with proposed planting locations).
6. The landscape plans must show bicycle parking and snow storage locations.
7. The landscape plans must show proposed tree plantings should follow the ESA's guide *Planting Under or Around Powerlines & Electrical Equipment:* trees and/or shrubs with a max. mature height and spread of 4.5m in the Low Zone (to 4.5m from the power lines), trees with a max. mature height and spread of 7.6m in the Medium Zone (7.6m from the power line), and trees of any size beyond 7.6m from the power line. See the ESA Guidelines for Planting Under or Around Powerlines & Electrical Equipment.
8. Where trees are proposed, ensure the minimum required soil volumes are provided and documented on the landscape plans using good quality soil. The minimum requirements are as follows: $30m^3$ of soil per tree in a single tree pit, $20m^3$ per tree in a shared planting environment. Excavation for each planting environment should be 0.75m to 1.2m depth and should not exceed 1.5m depth and be tailored to stock size used. Smaller rooting volume (minimum 15-$20m^3$) may be proposed for smaller trees.
9. Where trees, shrubs and herbaceous material is proposed, ensure material is suitable for the existing and proposed conditions to ensure success (e.g., salt tolerant, and suitable for existing and proposed soil and other environmental conditions).
10. Any recommendations or issues of compatibility (e.g., noise, light, uncomfortable wind conditions) noted in the Planning Justification Report, Noise Report and Wind Study should be addressed and reflected on the Landscape Concept Plan, for example with buffer planting, screens and fencing, trellises or awnings for outdoor areas including pedestrian walkways and amenity areas.
11. Landscape buffers should be included to provide separation and be designed to partially obstruct the views to adjacent properties along shared property lines. Your property backs onto Residential properties, which we ask for dense landscape buffers of minimum 6m. The landscape buffers should be a dense landscape screen consisting of evergreen trees or a combination of solid screen fencing with evergreen and deciduous trees and understory shrubs.
12. We are not supportive of building the underground parking structure limits out to the property line. Please ensure that proper setbacks from the property line and the underground property structure are always maintained.
13. Screen parking from the road frontages.
14. Please review and apply the Sustainable Building and Development Guidelines.
15. Once the number of parking spaces is finalized, confirm the required number of Type "A" and Type "B" barrier free parking spaces required. Type "A" shall be 3400 mm in width and signed to indicate Van Accessible Parking. Type "B" shall be 2750 mm as per city zoning by-law. As per city zoning by-law, the access aisle shall be 2000 mm. The access

aisle is to be clearly identified and can be shared by both spaces. Please see GAATES Figure 2.6.4.1 (page 127) for Van Accessible Signage detail.

16. Locate the barrier free parking spaces closest to the main entrances and not crossing vehicular traffic.
17. Contact the city's Accessibility Coordinator if you have any questions concerning **Accessibility:** Judi Lytle, 905-335-7600, ext. 7865, judi.lytle@burlington.ca.
18. An Arborist Report, Tree Inventory and Tree Protection Plan is required is required to document all existing trees greater than 10cm DBH on site and on adjacent properties within 6m of the property lines, and all trees of any size on city property. See the City of Burlington: Pre-Submission Checklist for further requirements. Ensure your tree inventory table is provided as an excel file in addition to the word file. Note, the inventory data for this file provided with the Arborist Report will require an update to existing conditions and a revised tree protection plan should evaluate the proposed development related impacts against all civil drawings (i.e., grading, servicing etc.).
19. Any existing private trees on the subject site should be considered for preservation. The removal of trees shall be considered as a last resort. Trees that are to be removed will require a plan for replacement. Private trees that are 15cm in DBH will be counted toward replacement requirements using the City's aggregate caliper method. Tree replacements will be based on 50mm caliper replacement sizes. Proposals for replacement shall consider planting on the existing subject property as a priority. Where there is no room for replacement trees, cash-in-lieu of replacement will be required.
20. Removal to trees on neighboring properties, or that are located on a shared property line (boundary trees) will require consent from the adjoining and/or adjacent owner(s).

    Where impacts are proposed (i.e., encroachment / injury) to neighbouring and/or boundary trees the adjoining and/or adjacent owner(s) shall be consulted and made aware of the proposed development and potential impacts to their trees and/or boundary trees and the applicant shall submit a document in writing from adjoining and/or adjacent owner(s) that there are no concerns with the proposal for those trees, or the applicant's qualified tree professional (as defined in Pre-Submission Checklist) shall address the potential impacts to the neighbor's trees and/or boundary trees and provide an attestation in the Arborist Report that the impacts proposed will not be a detriment to the trees, and they will remain in healthy condition. Information in the report shall also include the preservation methods, including pruning and fertilizing, that can be implemented by the owner to ensure the health of trees on neighboring properties.
21. Private trees that are regulated and require removal or injury to facilitate project works may require a private tree permit depending on the timing of removal and/or injury relative to planning application(s). Please consult with the City at all stages of your project (e.g., demolition) to ensure compliance. Additional documentation may be required.
22. The City's Public tree by-law is applicable to the proposed development. The removal of public trees shall be considered as a last resort. Where City of Burlington public trees are proposed for removal, council approval is required prior to tree permit issuance. The number of replacements will be evaluated using the City's aggregate caliper method. Similarly, work shall be modified to avoid working inside the minimum tree protection zone of all public trees. Where impact is proposed for public trees, a public tree permit will be required and securities provided.

23. Trees and corresponding tree protection hoarding (vertical and/or horizontal) shall be illustrated and considered on all civil drawings and factored into all Construction Management and Mobility Plans.
24. Please provide a comment matrix that identifies the above comments and how they were addressed with the site plan submission.

Detailed Landscape and Forestry reviews help to lead the City of Burlington to a more sustainable and environmentally friendly place to live which in return ultimately benefits all residents as well as wildlife. Please feel free to reach out to me if you have any further question regarding these landscape comments.

Staff contact: Zelaikha Shareqi, Landscape Development Technician, zelaikha.shareqi@burlington.ca

Parks & Open Space Comments:
Comments outstanding

Transportation Planning Comments:

Prior to OPA/ZBA Approval

Transportation Planning staff require the following information to be submitted for further review:

1) A transportation impact study (TIS), also known as a mobility impact study (MIS) is required to be submitted in support of the applications. TIS/MIS guidelines:
   a) TIS/MIS shall be completed by a qualified/recognized traffic/transportation engineering consultant.
   b) An approved terms-of-reference (TOR) must be used in the TIS. Please also, refer to Halton's Transportation Impact Study Guidelines for the scope and confirm with the City of Burlington Transportation Planning staff. https://www.halton.ca/Repository/Transportation-Impact-Study-Guidelines.
2) Parking supply shall be consistent with and per the City Zoning By-Law. A parking study is required if the proposed parking does not adhere to the City of Burlington by-law requirements. Please refer to our Burlington Citywide Parking Standards Review for applicable parking rates for this proposal - https://www.burlington.ca/en/services-for-you/city-wideparking-standards-review.asp
3) Bicycle parking supply shall be per City standards. We required:
   a) 0.5 long term spaces per residential unit and 0.05 short term per residential unit.
   b) 2 spaces plus 1 space/1000sq.m GFA for commercial, office and institutional uses
4) Please clarify the purpose of traffic circle. Is the circle to be used for drop off/ pick up purpose? Winter maintenance vehicle shall complete turn manoeuvres within the circle. Provide detail design, dimension and safe pedestrian crosswalk as needed at the traffic circle.

5) The applicant shall conduct and provide a swept path analysis to/from any proposed loading and waste collection area including circulation to/from the ROW. The analysis will ensure vehicles do not reverse into the site from the municipal right-of-way and vehicles do not reverse from the site into the municipal ROW.
6) The underground parking stalls, including accessible parking and parking aisle dimensions shall be as per the City of Burlington Site Plan Guidelines. Structural columns to be set back 0.5m on both sides of the driving aisle to provide for 7.0m clear (face of column to face of column).
7) The underground ramp detail and dimensions shall comply with the City of Burlington standards.

Future Site Plan Comments:

1) The developer is responsible for the construction of 2.5 m minimum width sidewalk along Cooke Boulevard frontages, since the area is within the Aldershot Go Major Transit Station Area (MTSA) and the development shall adhere to section 8.1.2 of the Official Plan. This area is also marked as enhanced pedestrian realm. Enhanced pedestrian realms at the intersection need to accommodate sidewalks as wide as possible (based on AT needs), decorative paved boulevards and could include a variety of street furniture (benches, large planters, trash, and recycling cans) with decorative street lighting.
2) The applicant shall submit a Construction Mobility Management Plan (CMMP) as a part of this application which shall be to the satisfaction and approval of the Director of Transportation Services or designate. During construction, staff will not support closure of vehicle lanes, bike lanes, boulevards, sidewalks, etc.
3) At the vehicle entrances to the site, the sidewalk shall be continuous through the driveway. The driveway grade will be compatible with the existing sidewalk/ multi-use path and a vehicle curb depression will be provided for at the entrance. site access must adhere to the standards of the City of Burlington.
4) The site plan is to include abutting right-of-way widths including, lane configurations, multiuse trails, parking lanes, sidewalks, driveway accesses etc., and utilities such as street lighting, hydro poles, and fire hydrants if any.
5) All dimensions are to be provided for structured parking (drive aisles, parking stalls, column spacing, parking ramps, etc.).
6) Any internal traffic signage such as “stop”, “no parking”, “fire route”, accessible parking and pavement markings shall be clearly indicated and depicted on the site plan.

- Staff contact: Smeeta Adiga, Transportation Planning Technologist, Smeeta.Adiga@burlington.ca

Zoning Comments:

Zoning:

The subject property is currently zoned MXE, Mixed-Use Employment, under By-law 2020 as amended.

We have reviewed this Pre-consultation application for completeness and have the following comments. Please note that additional comments will be provided on the formal Zoning By-law Amendment Application review a proposed amending by-law has not been provided and the new zoning designation has been determined.

Full Zoning statistics will be required, including, but not limited to:

a. Amenity area calculation:

Part 16 – Definitions
Amenity Area
The area situated within the boundaries of a project and intended for recreational purposes, which may include open spaces, patios, balconies, communal play areas, lounges, sundecks, and roofdecks, but shall not include the area occupied at grade by the buildings, service areas, parking, and driveways.

b. FAR calculation does not use the “Floor Area, Gross” definition that is noted on the plans, with the exclusions, see below for the applicable definitions to be used:

Part 16 – Definitions
Floor Area Ratio
The mathematical relationship between building floor area and lot area, determined by dividing the gross building floor area of all buildings on a lot by the net area of that lot.

Floor Area, Gross Building
The total area of the floor measured to the outside of all outside walls, including a basement or cellar but excluding areas used for parking of motor vehicles or areas above an atrium.

c. How to show building height on elevation plans:

Part 16 – Definitions
Height, Building

For all other buildings, height means the vertical distance measured in linear metres, between grade and the highest point of a flat roof, or the mid-point between the eaves and the peak of a peaked roof, exclusive of any ornamental dome, chimney, tower, cupola, steeple, church spire, water storage tank, electric apparatus, sign, television antenna, structure for mechanical equipment required for the operation of the building, including elevator and stairway receiving area no larger than 9 m^2.

Grade
When used with reference to a building, the average elevation of the finished surface of ground where it meets the front wall of such building, exclusive of any artificial embankment or depressed driveway.

d. If the retail area is a combination of two or more retail or service commercial units, it would be deemed a retail centre and a different parking rate would apply:

<u>Part 16 – Definitions</u>
Retail Store
A building or part of a building where merchandise is offered or kept for sale directly to the public at retail, including department stores.

Retail Centre
A combination of two or more retail, service commercial, recreation or office uses, in one or more buildings, on one or more parcels of land, designated as an integrated, planned development having common off-street parking and driveways.

e. Deemed Road Width:

Confirmation that Cooke Blvd is at the deemed road width. All zoning regulations are taken from the deemed road width as per Part 1, Section 2.26.

The following regulations appear to require amending in a preliminary review. Please note this list is not exclusive and an in-depth review will occur on formal submission review:

- Occupant and visitor parking rate (1.25 spaces inc of visitor parking req / 0.85 spaces inc of visitor parking prop)
- Retail store parking rate (3.5 spaces/100m² req / 5 space/250m² proposed)
- Amenity Area (based on bedrooms in units / 15m² per unit proposed)
- If keeping the MXE zone, need to amend to permit residential use.
- If keeping the MXE zone, Part 5, Table 5.2.1, Footnote (l), limits permitted retail uses.
- If keeping the MXE zone, yard abutting any other street (3m min required / 1.5m proposed. 4.5m max / 4.5m proposed)
- If keeping the MXE zone, landscape area abutting a street (3m abutting a street required / 1.5m proposed)

- If keeping the MXE zone, building height (residential uses not permitted, 29 / 30? storeys proposed)

Submission Requirements:

1. Survey of the property stamped and signed by an OLS.
2. Fully dimensioned Site Plan, in metric, with property statistics, zoning statistics.
3. Fully dimensioned floor plans, in metric, showing property boundaries with setbacks from the building and balconies / terraces to property lines, for each floor. All bedrooms and dens are required to be dimensioned for their room area. All balconies and internal amenity areas are to be dimensioned.
4. Fully dimensioned below-grade parking level plans, in metric, showing property boundaries with setbacks. All parking spaces including accessible parking spaces to be dimensioned and / or parking space width and area confirmed.
    a. All Parking spaces should be labeled (e.g., Occupant, visitor, non-residential, shared parking, designated accessible, etc.)
5. Fully dimensioned landscape plan, in metric, with landscape areas / buffers labelled and amenity areas dimensioned.
6. Show all bike parking spaces, fully dimensioned in metric, or a detail typical, on the site plan or landscape plan.
7. Fully dimensioned floor plans, in metric. Please note that mezzanines and mechanical penthouses may be included in height or be included a storey.
8. Fully dimensioned elevation plans, in metric, showing height as per the definitions noted above. Please note that mechanical penthouses may be included in height and may result in a 30-storey building.

Notes:

- A Zoning Clearance Certificate is required for the proposed building.
    - ❖ Separate Zoning Clearances required for each non-residential tenant fit-up.
        - ✓ A detailed letter of use will be required to be provide with each prospective tenant for zoning staff to categorize each use.
    - ❖ As part of each tenant fit up zoning, each tenant / use will be required to confirm that there is sufficient parking on site prior to zoning issuing any approvals.

- Development is subject City, Region, School Board Development Charges and Park Dedication fees, and may be subject to Community Benefits Charges. The following will be required prior to the Zoning Clearance issuance:
    - ❖ A letter from an Ontario land surveyor confirming the total floor area of the existing/demolished buildings for determining Development Charges credits.
    - ❖ Providing all dimensions and areas for dens, lofts, studies, or other similar areas (not: including kitchen, bathrooms, living rooms, family rooms or dining rooms) on the floor plans, as well the information should be provided in a

spreadsheet indicating the floor and unit number as well as the dimensions and areas.

- ❖ Development Charges are subject to interest and indexing as per each agencies By-law.

- Staff contact: Danielle Beck, Zoning Examiner, Danielle.Beck@burlington.ca

Ministry of Transportation

- The site is outside of the MTO's permit control area. A MTO Building and Land Use permit will not be required prior to construction.
- The redevelopment of this site will impact the 403 ramp terminal intersection operations from a traffic point of view. The MTO do not support adding additional trips to the Highway 403 interchange intersections without first reviewing the need for major infrastructure improvements. We recently reviewed the TIS for Phase 1 of Masonry Court and are currently waiting for the revised traffic impact study for Phase 2(1120 Cooke Blvd).
- It would be beneficial to include an evaluation of the Highway 403 ramp terminals with the TIS for 1026 Cooke Blvd. We generally do not support further development in this area until such time as the City develops and agrees to fund an interchange improvement plan that is acceptable to the MTO and addresses cumulative impacts of all planned development in the area.
- Contact: Usman Akhtar, usman.akhtar@ontario.ca

City of Burlington: Pre-Submission Document Terms of Reference
1026 Cooke Boulevard
May 31, 2023

NOTE: These general Terms of Reference (below) will be used to assess the materials and technical studies submitted in support of a *Planning Act* application(s) and are to be reviewed upon the submission of and prior to the deeming of 'complete' of the application(s). The following Terms of Reference are intended as a guide to assist proponents in the preparation of materials and technical studies due upon submission (see: Section 12 of Development Application Pre-Consultation Form) and to provide recommendations as to the information content of those materials that would assist City of Burlington, Region of Halton, Conservation Halton and external agency partners in their review, once circulated. In circumstances where these Terms of Reference are generally not adhered to, submission materials may be returned to the proponent/applicant and/or a file not initiated.

1) General Requirements

- Correct application fees (based on most current fee schedule)
- Correct number of application forms and copies of reports
- Application form fully completed and commissioned
- Landowner's authorization and consent to enter property signed
- Three CDs or flash drives containing electronic copies of all materials
- Consistency within technical reports in terms of the development concept evaluated, and supporting appendices and drawings.
- Consultants have coordinated data and conclusions so that reports are consistent between disciplines
- Clear and legible drawings
- All electronic file submissions must be named using the following naming protocol: "Address_StudyName_MM-DD-YYYY". If a document is revised and resubmitted the file name should indicate that it is a revised submission and the date of the revision should be noted: "Address_StudyName_Revised_MM-DD-YYYY".
- Two digital copies of all plans are required along with paper copies. Digital plans must be submitted in Autocad and/or GIS Shapefile format that must be geospatially positioned to match the City of Burlington's Geographic and Projected Coordinate Systems (Geographic Coordinate System: GCS_North_American_1983; Projected Coordinate System: NAD83_UTM_ZONE 17N).
- Pre-Application Community Meeting Notes
- BUD Meeting Minutes

2) Planning Justification Report

- Signed by a Registered Professional Planner
- Contains a written acknowledgement by the RPP that they have reviewed all supporting technical studies in consideration of their planning opinion.
- Contains a review of the applicable policies of the Provincial Policy Statement.
- Contains a review of the applicable policies of A Place to Grow Growth Plan
- Contains a review of the applicable policies of the Provincial Greenbelt Plan.
- Contains a review of the applicable policies of the Niagara Escarpment Plan.
- Contains a review of the applicable policies of the Parkway Belt West Plan.
- Contains a review of Ontario Regulation 162/06.
- Contains a review of all other relevant Provincial legislation.
- Contains a review of the applicable policies of the Region of Halton Official Plan.
- Contains a detailed explanation of how the proposed development is consistent and/or conforms to all relevant Provincial Plans and policies.
- Contains a review and analysis of the applicable policies of the City of Burlington Official Plan (2008) and 'New Official Plan' (2020).
- Contains an analysis of the Intensification Criteria in the Burlington Official Plan.
- Contains a fulsome discussion of the results of the required technical studies and how they have been used to refine the redevelopment proposal.
- Contains a discussion of how input received at the Pre-application consultation meeting has been used to refine the redevelopment proposal.
- Contains a discussion of how input received from the Burlington Urban Design Panel has been used to refine the proposal.
- Contains a discussion of how the requested change addresses the objectives of Burlington's Housing Strategy.
- Contains an explanation of how the proposed development is compatible with surrounding land uses including height, setbacks, massing and design.
- Contains a comprehensive justification for any rental conversion or demolition of rental units which includes reference to the Region's State of Housing Report and a plan for relocation of existing tenants.
- Draft Official Plan Amendment and/or Amending Zoning By-law.
- Contains a robust justification of any removal or conversion of employment lands.
- Contains an explanation of why the requested change represents good planning and adheres to Provincial and municipal plans and policies.

- If land division is required, contains an explanation of the proposed process (condominium type, subdivision, consent), timing and next steps.

3) Survey and Severance Sketch / Conceptual Site Plan

- Legible, metric scale drawing on 24x36 inch paper (or digital)
- Prepared and signed by an OLS Surveyor
- Clearly identifies all development constraints including easements, MTO setbacks, floodlines & hazard lands, natural heritage buffers, required right-of-way widenings, daylight triangles, etc.
- Survey / Reference Plan of site showing PINs, easements and property boundaries, etc.

4) Land Assembly Documents

- Documentation which demonstrates that a reasonable, bona fide offer has been made to acquire lands to facilitate the orderly development of an area.

5) Housing Impact Statement

- Completed in accordance with Section 3.1.1(2)(h) and other applicable policies of the City's New Official Plan (2020)
- Comprehensive review of the proposal from an existing use and a proposed use perspective with a focus on affordability, unit/bedroom count, etc.
- Identify and discuss the proposed development in the context of Halton Region's Housing policies, and the Region's most recent State of Housing Report (note: the Region issues a State of Housing Report annually and any justification should reflect the current year report);
- Should identify and discuss other relevant and current housing information available;

6) Pedestrian Level Wind Study

- Completed in accordance with the City's Pedestrian Level Wind Study Guidelines and Terms of Reference.

7) Shadow Study:

- Completed in accordance with the City's Shadow Study Guidelines and Terms of Reference.

8) Arborist Report and Tree Preservation Plan (*only required if existing trees will be impacted, including by construction access and stockpiling of material and can be scoped to the trees that will be impacted)

- Is prepared by a qualified professional (e.g. Arborist certified by the International Society of Arboriculture (ISA), including ISA number; qualified by Ministry of Training, Colleges and Universities (MTCU) or Ontario Training and Apprentice Board (OTAB); registered professional Forester in Ontario, etc.)
- Contains legible drawings on 24x36
- Includes all dimensions in metric, to scale, and on a consistent base map layer
- Includes bar scale
- Shows the proposed development (including property lines, easements, regulated areas, paved areas, buildings and entrances, landscaped areas, regulated limits, etc.) and is coordinated with the Site Plan, Grading and Servicing drawings
- Arborist Report should describe the scope and methodology of proposed construction works and the tree preservation measures
- Identifies all existing trees (over 10cm diameter at breast height (DBH) measured at 1.4m above the ground) on site and within 3m of the property lines, and trees of any size on city property, their common and botanical name, size (DBH and height), structural and physiological condition, ownership, comments and notes, recommendations, and photos (particularly those requested for removal)
- Identifies trees proposed to be removed and retained, and the methods to be used to ensure preservation and protection of trees to be retained, including location and detail of tree protection fencing in accordance with the City of Burlington's Tree Protection and Preservation Specification SS12A: https://www.burlington.ca/en/services-for-you/resources/Forestry%20Operations/Tree_Protection_and_Preservation/City-of-Burlington-Standard-Specification-for-Tree-Protection-and-Preservation.pdf
- Minimum Tree Protection Zones and Critical Root Zones clearly shown and labeled in addition to tree protection fencing
- Percentage of injury should be clearly shown on the plan and noted in the Arborist Report, and impacts and damage mitigation methods outlined
- Clearly show the excavation limits on the plan (e.g. foundations or footings, trenching, etc.) and discuss damage mitigation measures (e.g. root pruning) in the Arborist Report
- Alternate layouts and construction measures should be considered and discussed in the Arborist Report to ensure any proposed removals are necessary and justified (i.e. there are no alternatives to the removal)
- Abbreviations should be defined and industry standard terminology used
- If removal or damage to trees on neighboring properties or boundary trees is required, provide either: 1) letter of consent from adjacent property owners that they are aware of the proposed development and potential impact to their trees or boundary trees and

have no objections, OR 2) the Arborist Report should include preservation methods that can be implemented to mitigate damage to neighboring or boundary trees

- Arborist Report should describe compensatory tree planting if trees are proposed to be removed (layout to be shown on the Landscape Concept Plan)

9) Landscape Concept Plan

- Is stamped and signed by a qualified member of the Ontario Association of Landscape Architects
- Contains legible drawings on 24x36 inch paper
- Includes all dimensions in metric, to scale, and on a consistent base map layer
- Includes bar scale
- Identifies the location and general design intent of the proposed landscaped areas and buffers, and outdoor amenity areas
- Identifies minimum required soil volumes, and location of any structural soil cell installation areas to achieve minimum soil volumes ($30m^3$ of soil per tree in a single tree pit, $15m^3$ per tree in a shared planting environment. Excavation for each planting environment should be 0.75m to 1.2m depth and should not exceed 1.5m depth)
- Identifies the location, type and height of proposed fencing
- Identifies property lines, easements, regulated areas, impermeable surfaces (including curbs, roads, driveways, sidewalks, etc.), buildings and entrances, landscaped beds, lawns or other permeable surface areas, other information as needed
- Identifies the location of all underground, at grade and overhead utilities
- Identifies the location of any storm water management infrastructure, including swales, sub-drains, catch basins, pipes, and other quality and quantity controls as required

10) Functional Servicing Report

- Is prepared, signed and stamped by a Professional Engineer.
- Contains legible drawings , including all dimensions, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500 on 24x36 inch paper, and on a consistent base map layer .
- Follows the terms of reference agreed upon by the Regional and City staff in advance of study commencement. Includes a copy of this approved Terms of Reference as an Appendix.
- Includes digital copies of models.
- Includes all dimensions in metric, to scale, and on a consistent base map layer.

11) Noise & Vibration Feasibility Study

- Is prepared, signed and stamped by a Professional Engineer.
- Includes determination of project feasibility
- Includes assessment of existing and proposed transportation sources of noise and stationary sources of noise and vibration.
- Includes traffic/train counts confirmed by relevant agencies and includes correspondence from those agencies in an appendix.
- Includes assessment of outdoor and indoor acoustical environments, including those onsite and on neighbouring noise sensitive land uses
- Includes clearly defined environmental sound levels for transportation sources of noise and stationary sources of noise as per City's requirements and the MOECC publication NPC-216 and NPC-300 as amended
- Includes investigation of feasible means of noise impact mitigation, including a chart outlining noise control measures required to achieve sound levels of 55dBA (or as close as possible) for each outdoor living area
- Includes all calculations and modeling (i.e. STAMSON output)
- Includes technical details, and clarifies the responsibility for the implementation and maintenance of the required noise control measures.
- Includes recommendations for warning clauses.

12) Traffic Impact Study

- Confirmation of Scope of Work by Burlington Transportation Services staff
- Signed by CET or signed and stamped by a Professional Engineer
- Follows Regional TIS Guidelines for Regional roads
- Follows MTO Guidelines for sites within MTO permit control area
- Includes correspondence about traffic projections from City, Region and MTO in an Appendix.
- Includes SYNCHRO files as an electronic attachment (not a PDF)
- Traffic counts are not completed during school holiday times, and are completed during the mid-week period (Tuesday through Thursday).
- Traffic counts are no older than one year.
- Electronic copy of all signal warrant calculation files (not a PDF)
- Includes all traffic counts and modelling data in an Appendix and electronically
- Includes a multi-modal approach to transportation analysis

- Incorporates Travel Demand Measurement measures

13) Stormwater Management Report

- Please refer to the City of Burlington Stormwater Management Design Guidelines, approved by City Council on June 22, 2020, please be advised of new IDF curves for the City of Burlington: https://www.burlington.ca/en/services-for-you/Stormwater.asp
- Refers to the Ministry of the Environment "Stormwater Management Planning and Design Manual" and the TRCA/CVC Low Impact Development Stormwater Management Planning and Design Guide.
- Is prepared, signed and stamped by a Professional Engineer
- Includes pre and post development drainage area plans that are legible, plotted to an acceptable metric scale, plotted on 24" by 36" paper and plotted on a consistent base map layer
- Includes site grading and servicing plans that are legible, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500, plotted on 24" by 36" paper and plotted on a consistent base map layer
- Includes digital copies of modeling, modelling program acceptability to be confirmed with City Staff prior to use and prior to submission of report.
- Includes a list of all past reports and current technical documents that have been consulted.
- Includes all calculations, modelling, and parameters (as per City Standard Drawings S-IDF, S-2D, S-3D, etc., as amended)
- Includes clearly defined stormwater criteria for the site (including source) and demonstrates in report how these criteria will be satisfied.
- Addresses all interim conditions as well as the ultimate condition
- Contains engineering details and cross-sections showing existing utility locations if any temporary and/or permanent encroachments are proposed.
- Provide chemical analysis of groundwater to determine if it satisfies the City's storm sewer discharge criteria for water quality. (including documentation from the Geotechnical or Environmental Engineer in the appendix)
- If groundwater cannot be directly outletted to the municipal storm system, detail where it will outlet, i.e. treated then outlet to storm or outlet to the sanitary system.
- Provide an estimate of groundwater flow to be permanently managed in the site storm system (including documentation from the Geotechnical Engineer or Hydro-geologist in the appendix)

- Provide comment on whether or not it is anticipated a permit to take water would be necessary either temporarily during construction or permanently.

14) Grading and Servicing Plans

- Must be separate Plans
- Are stamped and signed by a Professional Engineer
- Contains legible drawings, plotted to a metric scale of 1:200, 1:250, 1:300 or 1:500, on 24" by 36" paper and plotted on a consistent base map layer
- Identifies property lines, dedications, easements, regulated areas, impermeable surfaces (including curbs, roads, driveways, sidewalks, etc.), buildings and entrances, and other information as needed
- Identifies the location of all underground, at grade and overhead utilities
- Identifies the location of all storm water management infrastructure, including swales, sub-drains, catch basins, pipes, and other quality and quantity controls as required
- Identifies Municipal Benchmark and Horizontal Control

15) Urban Design Brief:

- Contains a itemized and detailed analysis of how the proposed development meets the urban design objectives and policies of the Official Plan and any relevant approved urban design guidelines.
- Indicates how the proposed development responds to its surrounding context (both existing and planned).
- Provides a close examination and understanding of the surrounding area including blocks, streets, and buildings that could influence overall site and building design.
- Describes the overall architectural expression; building relationship to streetscape and adjacent properties; pedestrian, cycling, and transit connections; sustainable building elements; and other urban design features that ensure design excellence.
- Contains an explanation of how the proposed development is compatible with surrounding land uses including height, setbacks, massing and design.
- Contains a discussion of how input received from the Burlington Urban Design Panel has been used to refine the proposal.
- Include the BUD Meeting Minutes as an Appendix.

16) Waste Management Report

- Contains a loading plan showing turning radii for trucks

- Contains building elevations illustrating vertical clearance for truck access
- Contains details of layout for waste storage areas
- If no public waste collection is proposed, includes a letter confirming private pick-up.

17) Risk Assessments (MIACC & D6)

- Is signed by qualified professional
- Illustrates how the proposal satisfies Provincial D6 Guidelines criteria