



# Staff Report

## Planning and Development Services – Planning Division

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**Report To:** Committee of the Whole  
**Meeting Date:** May 5, 2020  
**Report Number:** PDS.20.43  
**Subject:** Options Report – Approval Process Towns of Thornbury (File #P2784)  
**Prepared by:** Denise Whaley, Planner II

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### A. Recommendations

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THAT Council receive Staff Report PDS.20.43 “Options Report - Approval Process Towns of Thornbury File #P2784”; and

THAT Council selects Option \_\_\_\_ as outlined in Staff Report PDS.20.43, as the preferred approval process for the Towns of Thornbury Site Plan Application File #P2784.

### B. Overview

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This report provides information to Council on options for the approvals process for a Site Plan Application known as Towns of Thornbury. As part of the original approval for a Zoning By-law Amendment for the subject property on October 9, 2018, the previous Council had decided to have the matter brought back to Council for approval. This report outlines two options:

- **Option One** is to return the approvals process back to staff to proceed through the typical delegated approval process for all other Site Plan Applications, and
- **Option Two** is to have Council consider the matter at a following Committee of the Whole meeting, once the application is in its final stages and staff are prepared to make recommendations on the application.

### C. Background

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At the April 21, 2020 Committee of the Whole meeting, Council received, for information, Staff Report PDS.20.31 “Update on Towns of Thornbury Site Plan Application”. The report provided some advanced notice of a Site Plan Application that would be coming to Council for consideration in the near future. The report further explained that the process for this application differs from the typical Town process for Site Plan Approval where the application conforms with the Zoning By-law, and that this Site Plan application was being brought to Council for consideration rather than delegated to staff based on the previous Council’s decision that the Site Plan be required to return to Council for approval.

During Council's discussion on Staff Report PDS.20.31, Council requested staff bring back options to consider the return of delegated approval to the Director of Planning and Development Services for this Site Plan Application.

## **D. Analysis**

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Site Plan Approval for applications that comply with the Town's Zoning By-law are delegated to the Director of Planning and Development Services through By-law 2012-76. This By-law was enacted in 2012 to provide for better streamlining of the development review and approval process.

Council has also provided clear direction as to their expectations related to development through the adoption of the Official Plan, enactment of Zoning By-laws, adoption of the Town's Engineering Standards, adoption of the Town's Community Design Guidelines, and the adoption of other development related standards/regulations. These documents are integral to the Staff review of all Site Plan Applications, to ensure they meet the Town's overall vision and requirements for development.

### **Current Application**

Although it is noted that this proposal has garnered considerable interest by area residents through the past public process associated with the now-approved Zoning Bylaw Amendment, staff are optimistic that the application is advancing to the point where the final submission would conform with the Town's Official Plan policies for development within existing neighbourhoods, conform with Zoning, the Town's Community Design Guidelines, and the Town's Engineering Standards.

While the site plan approval process has no public meeting under the Planning Act, staff have received input from interested resident(s) regarding the proposed site plan. A summary of the input and the Town responses is provided in Attachment 1.

Based on the above discussion, Staff have outlined the two potential options Council could consider now:

**Option One:** Return the delegated authority to approve this Site Plan Application to the Director of Planning and Development Services, under the authority of the delegation by-law 2012-76. This Option can be initiated by way of Council Motion and is the option recommended by staff.

**Option Two:** Continue through the current process to have Council consider this Site Plan Application at a future Committee of the Whole meeting, as per the previous resolution of Council.

## **E. The Blue Mountains Strategic Plan**

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Goal #2: Engage Our Communities & Partners  
Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

## **F. Environmental Impacts**

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No Environmental Impacts were identified.

## **G. Financial Impact**

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No direct financial impacts were identified with the content of this report.

## **H. In consultation with**

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Trevor Houghton, Manager of Community Planning and Nathan Westendorp, Director of Planning and Development Services.

## **I. Public Engagement**

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The Site Plan Application which is the topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. The previous Zoning By-law Amendment was subject to a Public Meeting on March 12, 2018, and those who provided email contact information to the Town with their comments on the Zoning By-law Amendment Application were advised of this report.

Comments regarding this report should be submitted to Denise Whaley,  
[planning@thebluemountains.ca](mailto:planning@thebluemountains.ca).

## **J. Attached**

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1. Comments and Responses Matrix

Respectfully submitted,

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Denise Whaley, MSc, MCIP RPP  
Planner II

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Nathan Westendorp, RPP, MCIP  
Director of Planning and Development Services

For more information, please contact:  
Denise Whaley, [planning@thebluemountains.ca](mailto:planning@thebluemountains.ca)

ITEM	Author	Comments Received	Staff Response / Project Modifications
1	Area Residents Letter	<ol style="list-style-type: none"> <li>1. The development of 23 units, will be Standard Condominium and not a freehold development.</li> <li>2. Town staff will not Be holding a public consultation meeting for the Site Plan, Landscape Plan and Servicing Plan.</li> <li>3. Garbage and Recycling will be the responsibility of each owner to put out their own garbage and recycling at the curb in front of their unit for collection.</li> <li>4. There will be no roof top terraces above the third floor.</li> <li>5. There are no basements in the proposed units.</li> <li>6. Town staff required the proposed development road to connect to Beaver Street for 24/7 service. It was the developers plan to only use the connection to Beaver St. for emergency purposes and for garbage and recycling pickup, as shown to Town Council during the Zoning By-law application stage.</li> <li>7. The developer had planned to provide access to all 23 townhouses on the site by way of a level driveway to Lansdowne St.</li> <li>8. Town staff proposed the road connection to Beaver St. by way of a downhill road at a 6% grade.</li> <li>9. No pedestrian sidewalk is planned for the west side of Beaver St. to facilitate safe pedestrian movement.</li> <li>10. Louisa St. between Beaver St. and Lansdowne St. (south of Foodland) will remain in the current state of disrepair.</li> <li>11. We are not clear on the future state/condition of Beaver St. road surface. We have asked Town staff for clarification but have not heard back from staff in time for these comments. We are also not clear on the future condition of Louisa St. between Beaver St. and Victoria St. after it is ripped up to provide surfacing (sewers) to the proposed development.</li> <li>12. <b>Beaver St. Road Connection</b> Appleridge does not support the proposed development road connection to Beaver St. The road connection is not required from a capacity perspective. Appleridge has 24 townhouse units and one road connection to Victoria St. South. Our development works very well with one access. The proposed development of 23 units would also work very well with one access to Lansdowne St. The proposed connection to Lansdowne St. is a safe level connection while the connection proposed by staff to Beaver St. is on a 6% downhill grade, not good in our climate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Town Staff confirm this is also our understanding of the proposal.</li> <li>2. Correct, Site Plan Applications are not public processes within the Planning Act, public input was provided at the Zoning By-law Amendment process.</li> <li>3. Correct. The proposal has Town garbage collection.</li> <li>4. Correct. The proposal has no roof-top terraces.</li> <li>5. Correct. The site plan shows no basements.</li> <li>6. Town Staff did not require two entrances – or what is now shown as a through driveway. However, the current driveway solves several operational issues with the development and is permitted by the Town’s Zoning By-law.</li> <li>7. Town staff are not able to confirm what the prior intentions of the developer may have been regarding grade of the access. However, the currently proposed driveway access meets Engineering standards.</li> <li>8. The grade of the driveway was not proposed by Town Staff, it is proposed by the developer as part of their submission.</li> <li>9. There are no sidewalks currently on this road and it is noted the road is not urbanized. The Town will be initiating a Transportation Master Plan which will include an Active Transportation component focusing on pedestrian usage and connectivity.</li> <li>10. Upgrades to Louisa St are outside the scope of this development. However, as illustrated on the submitted plans any infrastructure installation that necessitates works on Louisa St. requires the street to be returned to the same condition as before the works were installed or to appropriate Town Standards.</li> <li>11. As noted within Point #10 Town roads that are disturbed to provide servicing for a proposed development will be restored to Town Standards.</li> <li>12. A through driveway for this lot resolved several design and safety issues, including garbage collection and emergency vehicle access. Road Grades are on Dwg PP-1 and are within the guidelines outlined in TAC (Transportation Association of Canada) Geometric Design Guide for Canadian Roads.</li> </ol>

Towns of Thornbury Site Plan Application Comments Matrix

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		<p>13. <b><u>Snow Collection Area.</u></b> The Site Plan shows no detail, other than dimensions, concerning the snow collection area that goes from the east wall of units 16 &amp; 17 to the property line on Beaver St. This area is on a downhill slope to the existing ditch on Beaver St. If this area is to be used for snow storage then it should be as close to level as possible and allow for trucks with ploughs and garbage trucks to turn around and head back out to Lansdowne St. This can not be about just “push the snow into the Town ditch”.</p> <p>14. There is a transformer vault shown on the north snow collection area. This transformer will be in the way of snow ploughs pushing snow to the snow collection area. This transformer vault must be relocated, possibly between the driveways of units 10 &amp; 11.</p> <p>15. It is unlikely that the snow storage area, illustrated on the site plan, will be a sufficient size to store snow from the driveways, roadway and visitor parking area in the development. The development should also have a snow storage area on the Lansdowne St. frontage.</p> <p>16. <b><u>Stormwater Management (Storage Tank), Green Space and Parking.</u></b> This element is shown on the Site Plan and Landscape Plan. Appleridge has had a lot of bad experiences with underground water in this part of Thornbury.</p> <p>17. We need to understand the engineered solutions for the proposed development to ensure that the development does not exacerbate the existing underground water conditions at Appleridge.</p> <p>18. It is not clear what Parking means on this area of the plan. We do not support vehicle parking in this area as shown.</p> <p>19. When the development is completed, Appleridge will look at the blank east wall of units 16 &amp; 17(drawing A 207), snow storage, a proposed road and a stormwater storage tank area. Four small deciduous trees, as shown on the landscape plan, are insufficient to screen the west side of the development. Instead of the 4 small 50mm (2 inch) trunk 2 Honey Locust and 2 Hackberry deciduous trees we recommend 12 substantial (greater than 200mm) white pine coniferous trees be planted along the Beaver St. property line. The white pines will give better year-round screening.</p> <p>20. A large number of existing trees will be removed from the site to make way for a Stormwater Management Tank and development. These trees should be replaced on site or existing trees moved to another location on site if possible.</p>	<p>13. With the driveway being a conventional through lane, snow storage requirements should be minimal, and is to be used for interim storage, the condo will be required to remove snow as space dictates.</p> <p>14. Majority of snow storage to be provided on south side of laneway. Location of the Transformer was chosen in coordination with other utilities and designed consultation with landscape, civil and electrical engineering consultants. See also #13.</p> <p>15. See response to Point #13. Excess snow is required to be removed and appropriate language will be included in the Agreement.</p> <p>16. The Stormwater Management System is an underground tank providing storage for runoff and will not interface with the local groundwater conditions. The design has been reviewed by the Town’s Professional engineer specializing in stormwater management.</p> <p>17. The development has prepared all necessary reports and investigations including geotechnical to the satisfaction of Town Staff.</p> <p>18. The parking area shown is visitor parking for this condominium.</p> <p>19. This is one of the items not yet finalized. The exterior side wall of Unit 16 has windows; however, we note that Unit 17 currently does not. While it is not a blank wall, staff have requested the applicant to consider adding additional features to this exterior wall of Unit 17 to be consistent with the Town’s Community Design Guidelines. The landscape plan was prepared by a qualified landscape architect to work with the location and conditions – for example adjacent to the snow storage area salt tolerant trees were recommended.</p> <p>20. Most of the trees proposed to be removed are small trees and the same number of trees to be removed are to be replaced as shown on the Landscape Plan. Approximately 4 trees are in the area of the Stormwater Storage are proposed to be removed. The</p>

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		<p>21. Many owners had comments regarding traffic and road conditions that go beyond the site plan but are important to residents in Appleridge and those living in the west end of Thornbury. Traffic has increased in this part of Town since Foodland and the LCBO opened. The resultant traffic operations are of concern to the owners.</p> <p><b><u>Beaver Street.</u></b> The existing road is in terrible condition between Louisa St. and just north of Alice St. The Town attempts to fill the numerous potholes but the holes immediately reappear. Trucks travelling on Beaver St. bounce when they hit the potholes and the impact shakes the 8 Appleridge units that are along Beaver St. Appleridge has spent a considerable amount of money repairing cracks in our foundation walls. Trucks bouncing on potholes could be adding to, or causing, our foundation problems. This road must be reconstructed with a proper asphalt surface in 2020.</p> <p>22. <b><u>Sidewalks on Beaver St.</u></b> With the development of Far Hills, the three Ball Diamonds, skateboard park, Moreau Dog Park, Foodland, LCBO, Circle K and Tim Hortons there has been an increase in pedestrian traffic on Beaver St. <b>Today pedestrians, cyclists and people in motorized mobility devices must all travel on Beaver St. along with cars and trucks.</b> The Towns of Thornbury development is the last developable parcel of land on Beaver St. Beaver St. must be upgraded as this is no longer a rural part of Town. <b>The Town should install sidewalks on one side of Beaver St. the way the Town installed a sidewalk on one side of Victoria St. South, many years ago.</b></p> <p>23. <b><u>Louisa St.</u></b> The Town resurfaced the short section of Louisa St. between Victoria St. South and Beaver St. last Fall. Sewers for the new development come from Victoria St. under Louisa St. and south on Beaver St. <b>Louisa St. must be rebuilt to the same quality as it is today, following the installation of sewers. A sidewalk should also be added to the north side of Louisa St.</b></p> <p>24. <b>The Town must make a decision regarding the future of Louisa St. between Beaver St. and Lansdowne St.</b> This section of Louisa St. is not maintained during the winter months and the road surface is in bad shape and in need of replacement. The Town should decide if this section of Louisa St. is for pedestrian and bicyclists only.</p> <p>25. <b><u>Traffic Operations and Transportation Planning Study.</u></b> The Town has mentioned conducting a transportation study for the west end of Thornbury</p>	<p>qualified landscape architect has also provided a condition assessment of all trees to be retained and protected.</p> <p>21. Comment regarding offsite traffic, active transportation and road issues that are not specifically related to the development of this site have been referred to Operations Department for their consideration. It is anticipated that the Operations Department will assess these issues in the future as separate assessments proceed or through more comprehensive studies such as the Transportation Master Plan.</p> <p>22. See response to Point 21.</p> <p>23. See response to Points #10 &amp; 11.</p> <p>24. See response to Point 21..</p> <p>25. See response to Point 21..</p>

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		for several years. Appleridge would encourage the Town to get on with this transportation study and we would recommend that a resident/business working committee be formed to work with the Town as the study is conducted. <b>The above road reconstruction of Beaver St. can not wait until the end of a transportation study. It does not take a transportation study to reach the conclusion that Beaver St. needs to be reconstructed.</b>	
END			