



April 12, 2019

Town of Oakville
1225 Trafalgar Road
Oakville, ON

Attention: Heinz Hecht

**Re: Response to Comments from Public Meeting and Town Staff
Zoning By-Law Amendment File No.: Z.1614.72
331, 337, 339, 349 Trafalgar Road and 272 Macdonald Road**

This correspondence has been prepared to provide Town of Oakville Council and Staff with additional information and clarification in order to respond to the comments and questions received at the March 18, 2019 Public Meeting for the above noted Zoning By-Law Amendment application, (the "Application"). The comments and questions that we are responding to were received through the following:

- The resolution approved by Town Council at the March 18, 2019 Planning and Development Council Meeting and issued on Town correspondence dated March 26, 2019; and
- An April 2, 2019 email from Mark Covert, Acting Senior Manager – Transportation Strategy, outlining questions and information requests related to the Traffic Impact Study prepared for the application.

Introductory Comments

MacLachlan College ("MAC") has been a valued, contributing member of the Oakville community for 40 years. The existing community character clearly includes the existing school building and campus. As a school located in south Oakville, MAC students, parents and staff are integral to the vibrant and thriving downtown area. MAC's current enrolment of 337 students is based on the structure of 2 homeroom classes per grade. Small class sizes are a standard, with a maximum average of 15 per class from Kindergarten to Grade 12. While enrolment has varied throughout the school's history, the maximum enrolment achieved to date has been 385 students.

The purpose of the Application is to facilitate construction of an 11,000 square foot Innovation Centre for all existing students from Kindergarten to Grade 12. This Innovation Centre will drive meaningful and innovative teaching and learning required in today's modern world. The expansion does not include any additional homerooms that would drive increases in student enrolment. The additional floor area includes only specialty teaching classrooms such as a STEAM lab (science, technology, engineering, art, math), music studio, learning commons, art studio and cafeteria. While you have heard through the course of the Application a reference to

a theoretical maximum of 455 students, this was provided only in response to questions related to traffic operations and how many vehicles could possibly enter and exit the site under future conditions.

It must be understood that the expansion is not being proposed with the intent of driving additional student enrolment. MAC as it currently exists is able to accommodate additional enrolment under current conditions, without any additional floor area or proposed enhancements to the school campus including improvements to site circulation, traffic and urban design. However, MAC has submitted the proposed Application to provide both a school building and site that function as effectively as possible. Doing so is not only to the benefit of the school but to the community as well.

Town Council Resolution

The following issues were identified as being matters of interest to Council to be considered as part of the recommendation report. We have reviewed these issues and offer the following for your consideration:

- a) Carriage house/lean-to is proposed to be removed, will this be examined?

The carriage house will be maintained on the property and reconfigured to a location behind the heritage house that will allow for the protection of the existing tree adjacent to the carriage house. The identified heritage features of the carriage house will be maintained and enhanced as part of the proposal. Having been identified as an addition to the original carriage house, the lean-to was determined not to have heritage character and will be removed as part of the proposal. Appropriate care will be taken to ensure that relocation of the carriage house and completion of site works does not result in damage to either the carriage house or the adjacent tree.

- b) The removal of the fence along the Trafalgar Road frontage will have an impact, will this be examined?

Removal of the fence is intended to allow for enhanced landscaping and urban design treatment along the frontage of the property. This will benefit both the private and public realm. The fence also has no heritage value that warrants protection, as confirmed in the Heritage Impact Assessment (HIA) submitted with the Application. The HIA suggested that the existing fence obscures views of the heritage attributes of the subject property, particularly the tower on the existing school building. However, the school would be open to constructing a new fence should that be considered appropriate from a heritage planning perspective.

- c) How will the additional 40 offsite parking spaces be secured? Will there be an agreement?

MacLachlan College ("MAC") has parked staff off-site for the past 24 years. They have an agreement with the Town of Oakville, Parks and Open Space Dept., which is renewed annually since 2005, a copy of which is provided in **Appendix A**. Prior to this agreement being in place, other parking arrangements were in place.

From 2002 to 2005, MAC rented spaces from the Holiday Inn and OTMH. From 1995 to 2002, spaces were rented from Kaneff on the current site of the GO train parkade. MAC is seeking to maintain off-site parking for staff in order to optimize site functionality.

d) How will potential changes to the PPS affect this proposal?

As outlined in the Planning Justification Report ("PJR") submitted with the Application, it is our opinion that the Application is consistent with the land use policy framework of the Province, Region and Town. We have reviewed the draft Growth Plan Amendment released by the Province and it is our opinion that the Application would conform to those policies should they be brought into force and effect. However the Province has not released any draft amendments to the PPS at this time, and therefore any analysis of the Application against future proposed changes to the PPS would simply be speculation.

e) Will the traffic study look at Trafalgar & MacDonald Road intersections?

Yes. Additional traffic counts were conducted on Friday, April 6, 2019 and this information will be added to the analysis in the revised Traffic Impact Study.

f) Will the traffic report be peer reviewed?

On the basis of the extensive discussion between GHD and Town transportation staff, as well as input received from Council and members of the public, it is our opinion that peer review of the revised Traffic Impact Study is not required.

g) A review of section 2.2.1 of the Livable Oakville Plan must be considered in the final report.

2.2.1 Preserving and creating a livable community in order to:

- a) preserve, enhance, and protect the distinct character, cultural heritage, living environment, and sense of community of neighbourhoods;*
- b) direct the majority of growth to identified locations where higher density, transit and pedestrian oriented development can be accommodated; and,*
- c) achieve long term economic security within an environment that offers a diverse range of employment opportunities for residents.*

Section 2.2.1 of the Official Plan is a Guiding Principle that is implemented through detailed policies within the Plan. Sections 2.2.1 (a) and (b) are most applicable to the subject property and surrounding community. The Planning Justification Report ("PJR") submitted with the application details how the Application complies with the land use policies of the PPS, Region Official Plan and Livable Oakville Plan, including compatibility, preservation and enhancement of neighbourhood character, quality and natural and cultural heritage. The PJR

also addresses policies related to locations for growth and intensification. The intent of Section 2.2.1 is not to restrict growth but to ensure that it occurs in appropriate locations in a manner that is sensitive with the surrounding community by ensuring that improvements are made to the site circulation, ensuring that the existing residential house forms remain and providing for an addition to the school that respects and reinforces the heritage attributes of the existing building.

h) A review of the community use section of the Livable Oakville Plan must be considered.

Section 4.5.7 of the Planning Justification Report specifically addresses the Community Use policies of Section 7 of Part C of the Livable Oakville Plan. Private schools are a permitted use under this section, and the PJR demonstrates how the proposed Application meets the criteria for locating a Community Use such as *“the use is intended to serve and support the community and is not more appropriately located in the Institutional designation”*.

Firstly, it is of note that this existing school has operated within the community for more than 40 years. This is not the addition of a new use within the community. The existing school is part of the existing community fabric and is a use that is compatible with surrounding land uses. The location of MAC is not only a long standing one within the existing community, but its relationship with the surrounding lands is virtually identical to other public and private schools that have adjacencies with single detached residential uses. Further, the site is of an appropriate size to accommodate adequate buffers such as landscaping and fencing as it has always done and to provide recreational amenities for the students.

i) Can a cap on the number of students be explored?

MAC is open to discussing a cap on the maximum student enrolment. Also further to the discussion at the Public Meeting, we have also confirmed that there are no agreements registered on title to the subject property, including agreements relating to caps on enrolment or expansion restrictions.

j) How will TDM measure handle ‘special events’?

MAC is currently able to park 75+ vehicles on site for special events. The Town also permits use of the Cornwall Road lot for whole school events, in conjunction with the use of a shuttle bus to and from the school and lot. The Cornwall Road lot is only used 4 to 5 times a year for special events.

k) Can Lawson and Reynolds Street be added to the TIS?

Yes. Additional traffic counts were conducted on Friday, April 6, 2019 and this information will be added to the analysis in the revised Traffic Impact Study.

l) What is the solution to the lighting concern?

MAC has already made adjustments to the interior and exterior lighting based on comments received from neighbours on Reynolds. All but two outside lights are now set by automatic timer to turn off by 10 pm, with only motion sensor lighting remaining at the rear of the property for safety reasons. Two standard lights near the front entrance have been converted to low powered bulbs and stay on all night to optimize security surveillance video. Interior lights are turned off and cleaning routines are completed by 10 pm.

MAC is open to other opportunities to mitigate lighting impacts. The Site Plan Approval process will also provide opportunity to implement site lighting mitigation measures such as motion sensor interior lights throughout the building and glare shields for exterior lights.

m) Confirmation of onsite parking and queuing spaces now and what is proposed.

The subject property is proposed to be re-configured to optimize traffic and parking operations. As discussed with Town staff, many existing issues are related to management of vehicular circulation rather than availability of queuing and parking spaces. Off-setting start and dismissal times (some already in place) has already and will continue to significantly reduce queuing and parking demands. Improvements in traffic circulation due to shifting dismissal times has already been seen through the video surveillance that is being conducted. This video surveillance can be made available to staff for review upon request. Analysis of the video surveillance is available in **Appendix C**.

The property currently has 40 on-site queuing spaces and will have 38 under the proposal. Parking will include 28 spaces on-site combined with 35 existing spaces at the Cornwall Road site, for a total of 63 parking spaces.

n) How will the proposed new playground be developed?

The proposed playground is to be used only by primary students for approximately 85 minutes per day. The area may include a sandbox, small natural wood play equipment and grass area.

o) Neighbours to the north on MacDonald want it confirmed that the proposed new driveway will not conflict with their driveway.

Discussions have taken place with the neighbour to the north. The proposed driveway will be entirely contained within the subject property and a school traffic guard will be placed at the driveway during the AM and PM peak periods to ensure proper operations. A review by the Traffic Engineer has confirmed that no impacts are anticipated.

p) Does the application uphold the intent of the heritage district?

The general intent of the heritage district is to ensure preservation and enhance the heritage attributes of the district. The intent is not to restrict all forms of development and construction. Based on feedback received from Town heritage staff and the Heritage Impact Assessment prepared for the Application, it is our opinion that the intent of the heritage district is upheld.

q) In considering section 11:19 of Livable Oakville, please research if Trafalgar Road is now at capacity.

This analysis will be included in the revised Traffic Impact Study.

r) Is By-law 1996-121 still valid?

By-Law 1996-121 was an amendment to Zoning By-Law 1984-063. It is clear from the special provisions on the current zoning designation for MAC, including maximum floor area, maximum building height and maximum lot coverage, that the intent of By-Law 1996-121 was carried forward in By-Law 2014-014.

s) Is this overdevelopment compared to other schools?

It is my opinion that overdevelopment cannot be evaluated strictly on the basis of the size of a property or metrics such as site area per student, although it is of note that the proposed school site area is greater than that of other private schools including Clanmore, Dearcroft and Rotherglen (6th Line). An analysis to determine whether a proposal would constitute overdevelopment should consider such matters as traffic impacts, built form compatibility and impact to neighbourhood character and quality. The studies and reports prepared as part of the Application, and the supplementary discussions and analysis completed as part of the Town staff review of the application, have confirmed that the proposal will not only mitigate potential impacts but also improve many existing conditions, including traffic operations on Trafalgar Road and surrounding road network, site traffic operations and built form heritage characteristics. This review and analysis has determined that considerations such as traffic and parking are able to be managed irrespective of the physical area of a school property. Furthermore, a review of other schools in the community confirms that traffic issues are encountered even when a school is situated on a large property.

April 2, 2019 email from Mark Covert related to the Traffic Impact Study

a) Consider other opportunities to increase student bus ridership and provide any details on incentive programs, etc.

MAC has recently completed a parent survey offering a second alternative to the current door-to-door bus service. The school will subsidize this service to make it 1/3 less expensive than door-to-door service by using common bus stops that parents drive to that are close to their home. 52% of parents responded to the survey

and results show that 20% of “drive to school parents” would use this type of bus service. This would increase bus use from its current 20% to 40%. MAC will begin offering this bus service for the September 2019 school year.

b) Ridesharing initiatives and campaign program: The report concludes this improvement, but no concrete evidence what steps are being taken to achieve this. Further explanation is required.

The plan would be to offer incentives for families to carpool (i.e. discount vouchers for lunch program, uniform etc.) MAC would develop a school program that has student learning at its core with regard to helping the environment. The environment is a core theme in MAC IDEALS (Internationalism, Democracy, Environment, Adventure, Leadership and Service), including “how do you get to school” as central to this theme would be a seamless integration.

c) Offsite p.m. drop-off at the Cornwall property for all grade 7-12 students - The Cornwall site parking lot only has about 100 parking spots so would not accommodate the suggested strategy, furthermore, the town is not aware of any desire to add to the existing parking agreement at the Cornwall site. This strategy does not seem feasible and the applicant should remove or explore another location.

This TDM measure has been removed from the updated traffic study.

d) The summary includes mention of increasing crossing guard staff, however, crossing guards are not addressed in the body of the report.

There are currently 3 traffic directors/guards. MAC proposes to add 2 more for a total of 5, each at a designated spot and with training on how to monitor safety, direct traffic and keep cars circulating. **Appendix B** includes more details.

e) The summary includes mention of a video monitoring program, however, video monitoring is not addressed in the body of the report. Details on this program are required.

MAC has 24/7 video surveillance cameras that record all traffic on site at the front of the school and record cars entering and exiting on Trafalgar Road. An analysis of video from February 8, 2019 to April 8, 2019 is available. During this time, 28 AM drop-off periods and 28 PM pick up periods were recorded and analyzed. There were no delays/stops on Trafalgar in the AM and only 4 periods where drivers experienced delay on Trafalgar in the PM. The plan is to use this surveillance if any concerns arise and can then be addressed. A summary of this analysis is provided in **Appendix C**.

f) Page 7 second bullet: The proposed 10 parking spaces (P11-P20) adjacent to MacDonald Road are to be strictly used by staff. The report mentions all staff members are shuttled from the Cornwall property. Why are

additional parking spaces required? Instead, consideration be given to two options: a) convert this new driveway on MacDonald Road to ingress & egress, b) additional pick-up & drop-off be created on-site to minimize queuing on Trafalgar Road.

The intent is for this area to function as general parking for support staff, volunteers, visitors and parents throughout the entire school day. It will not be restricted to staff. Limiting the MacDonald access to exit-only is intended to balance mitigation of traffic on Trafalgar with increased traffic on MacDonald.

g) Page 7 second bullet: Why are ten parking spaces (P1-10) required for visitors?

These spaces are general parking available on the property for support staff, volunteers, visitors and parents when the mobile gates are not used to control access to the queuing area. Entering or exiting these spots will be controlled by traffic directors/guards during PM pick up times as busses will be queued in that area.

Regards,



Michael Barton, MCIP, RPP
President
michael@mb1consulting.com
905-599-9973

Appendix A

Parking Agreement for Cornwall Road

Appendix B

Traffic Guard Information

Appendix C

Trafalgar Road Traffic Analysis Information