

REPORT

PLANNING AND DEVELOPMENT COUNCIL MEETING

MEETING DATE: JANUARY 16, 2017

FROM: Planning Services Department

DATE: December 12, 2016

SUBJECT: **Livable by Design Manual (Part C): Site Design and Development Standards for Oakville**

LOCATION: Town wide

WARD: Town wide

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RECOMMENDATION:

That the design document, entitled *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville*, be endorsed and staff be directed to implement.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* will implement the Livable Oakville Plan by providing detailed design and technical direction for designing and assessing development, predominantly through the Site Plan Control process.
- The *Site Design and Development Standards for Oakville* document is the third component of the overall *Livable by Design Manual*, with Part A and Part B documents previously endorsed by Planning and Development Council.
- The document, through text and images, outlines detailed standards and technical direction and requirements to achieve the best possible site development and functioning.
- The document incorporates staffs' current development application review practices and best practices, sets clear expectations and standards for development, and establishes greater uniformity in the development review process to achieve consistency in site design and development.
- The document is intended to be a web-based resource that will be actively monitored and updated as policies and regulations are modified, as

standards improve, and as new resources and companion materials are created.

- The document presents a consolidated and comprehensive set of design and technical standards representing multiple departments (predominantly Development Engineering, Engineering and Construction, and Parks and Open Space) that creates a single reference point in order to provide improved customer service.
- Project staff consulted with internal departments while developing content, and made the draft document available to external agencies, design and engineering consultants, development industry stakeholders and the public to review and provide feedback.
- The *Livable by Design Manual* is a strategic initiative under the 'Create It' banner of the Vision 2057 framework.

BACKGROUND:

The purpose of this report is to reiterate the intent behind creating *Part C* of the *Livable by Design Urban Design Manual*, to describe the consultation and feedback received on the document, to outline the modifications based on that feedback and to seek endorsement of the design and standards manual for implementation.

Policy Framework

The *Livable Oakville Plan* is the town's official plan for the lands located south of Dundas Street and north of Highway 407. The Plan was unanimously adopted by Town Council on June 22, 2009, approved with modifications by Halton Region on November 30, 2009, and ultimately approved by the Ontario Municipal Board on May 10, 2011.

The *Livable Oakville Plan* provides the primary policy direction for the Livable by Design Manual. The Plan elevates urban design to an integral position in 'preserving and creating a livable community' through the design and implementation of capital projects and development proposals. The intent of the design manual is to reinforce this design-first philosophy towards development decisions and to promote better urbanism.

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* becomes a key document in the implementation of urban design policies within section 6.0 of the *Livable Oakville Plan*, specifically subsections 6.10 to 6.16, which includes landscaping, pedestrian and vehicular access and circulation, parking areas, lighting, signage, and service areas. Refer to **Appendix A** for the draft standards document.

Livable by Design Manual

The *Livable by Design Manual* sets the direction for facilitating desirable and compatible development that can effectively respond to the surrounding context, maintain and enhance the character of an area and promote a more sustainable and human approach to development.

The three distinct components that will ultimately form the complete *Livable by Design Manual* are:

- Part A: a comprehensive set of guiding design principles and urban design directives applied to lands south of Dundas Street and north of highway 407
- Part B: a series of detailed design documents that are tailored to districts and/or specific land-uses (for example, *Design Guidelines for Stable Residential Communities* (2013), *Designing Midtown Oakville* (2014), and *North Oakville Urban Design and Open Space Guidelines* (2009))
- Part C: a site design and development standards document (this document is the subject of this report)

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* project was primarily undertaken by staff within the urban design section of Planning Services who conducted extensive research, drafted section text, created graphics, sourced images, conducted internal and external consultations, and assembled the final document.

COMMENTS:**Document Objectives**

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* will establish a benchmark by which development proposals will be reviewed in order to achieve a consistent level of quality built environments throughout the Town. The document, through text and images, outlines detailed standards and technical direction and requirements to achieve the best possible site development and functioning.

The objectives for creating and implementing this document include:

- setting clear expectations and standards for development reviewed and approved through the site plan process
- documenting established current practices
- incorporating best practices
- instituting requirements and benchmarks
- establishing uniformity in the development review process to achieve consistency in site design and development

The standards and technical direction contained in this document are intended to incorporate and comprehensively complement the Town of Oakville's policies, engineering standards, by-law requirements, other guiding documents prescribing design direction and solutions, as well as regional and provincial policies, regulations, and guidelines. In addition, the direction addresses issues that have been raised by Site Plan Committee members, specifically tree planting environments, tree protection, snow storage, lighting and fencing.

The direction is focused under broad headings of soft landscape, hardscape and service facilities standards, which incorporates the design and technical standards of various departments to create a comprehensive document. In addition, for certain proposals, direction is provided for off-site works related to streetscape enhancement or remediation.

Document Implementation

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* is applicable to the design and review of development proposals that are subject to planning process approval(s) by the Town. *Part C* will predominantly be used in the detailed review process of site plan control; however, it will also influence the review and consideration of official plan amendments, zoning by-law amendments, and Committee of Adjustment applications where detailed site review is warranted to assist in decision-making and preparing conditions of approval.

Part C is intended to be a web-based resource that will be actively monitored and updated as policies and regulations are modified, as standards improve, and as new resources and companion materials are created.

Consultations

An early draft of *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* was circulated to internal departments and agencies in September 2015 to obtain feedback based on their direct relationship with or jurisdiction over the content. A revised and more complete draft was circulated to internal departments and agencies, and also made available for industry, stakeholder and public review in June 2016.

Staff provided an overview presentation of the *Part C* document structure and draft content at the Accessibility Advisory Committee meeting in January 2016 and at the Oakville Developers Liaison Committee meeting in March 2016. In June 2016, a detailed presentation was made at the Oakville Developers Liaison Committee meeting and copies of the draft document were circulated for review and feedback. From June 16, 2016 to August 19, 2016, the draft document was made available on the project webpage and various stakeholders were invited, via email, to review and

provide feedback. In September 2016, staff met with consultants and owner representatives with interests in North Oakville to discuss their feedback and concerns. In December 2016, the final draft of the document was brought forward to the Site Plan Committee for information.

Summary of issues raised and staff's response

Associated with the June 2016 draft *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville*, staff received comments from town departments, Halton Region, a consultant representing property owners, an independent consultant, and a business interest.

The comments predominantly related to:

- clarifying the intent of specific standards and the direction provided
- clarifying the application of the standards – specifically, which development processes and the degree of flexibility in direction ('shall' versus 'should' direction)
- incorporating the standards and detail direction outlined in the *North Oakville Urban Forestry Strategic Management Plan*
- determining tree planting warranty, protection and transplantation
- specifying plantings in required widths of landscaping, abutting amenity spaces and within parking areas
- establishing distinguishable pedestrian routes
- accessing and configuring surface parking areas
- establishing an appropriate interface between properties (fences and retaining walls)
- providing access to service areas and facilities

The feedback received was considered and some adjustments were incorporated into the final draft of the design document. Refer to **Appendix B** of this report for the table outlining the original text, comments received, staff's rationale and response.

CONCLUSION:

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* will implement the *Livable Oakville Plan*, specifically subsections 6.10 to 6.16, by providing detailed design and technical direction for designing and assessing development, predominantly through the Site Plan Control process.

The *Site Design and Development Standards for Oakville*, through text and images, outlines detailed standards and technical direction and requirements to achieve the best possible site development and functioning. The document incorporates staffs' current development application review practices and best practices, sets clear expectations and standards for development, and establishes greater uniformity in

the development review process to achieve consistency in site design and development.

Staff recommends that Council endorse the *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* and direct staff to implement the design and technical standards in the development review process, which represents the next step in implementing the design direction of the *Livable Oakville Plan*.

CONSIDERATIONS:

(A) PUBLIC

Staff made presentations regarding the project scope and timelines, document framework, and content to the Accessibility Advisory Committee in January 2016 and to the Oakville Developer Liaison Committee in March 2016. In June 2016, staff presented the draft document at the Oakville Developers Liaison Committee meeting and circulated the document for review and feedback.

The final draft of *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* was available for public review on the project website and at the Planning department from June 16, 2016 to August 19, 2016. Invitations to review and provide feedback on the documents were emailed to the list of contacts and identified stakeholders.

(B) FINANCIAL

No financial implications arise from this report.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Initial and final drafts of the *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* were circulated to internal departments and external agencies during the content development phase and for review and feedback. Comments received were considered and changes were made to the proposed design document, where appropriate.

(D) CORPORATE AND/OR DEPARTMENT STRATEGIC GOALS

This report addresses the corporate strategic goal to:

- continuously improve our programs and services
- be the most livable town in Canada

(E) COMMUNITY SUSTAINABILITY

The *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville* incorporates the sustainability objectives of the *Livable Oakville Plan*.

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APPENDICES:

Appendix A *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville*

Appendix B Comments Received and Staff's Response regarding the final draft of the *Livable by Design Manual (Part C) – Site Design and Development Standards for Oakville*

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