



Community Development Department
Development Planning Section
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 623-1340 ext. 4264
Fax: (519) 622-6184
TTY: (519) 623-6691

To: Trevor Hawkins, MHBC Planning
Subject: SP55/22, 1418 Duke St, RCP PLAN 1378 PT LOTS 13 AND;15
Prepared by: Michael Campos, Senior Planner
Department: Community Development
Ward No.: 3
Official Plan 2012: Low/Medium Density Residential
Zoning: RM2 S.4.1.434

Date: August 24, 2023

Please Read Thoroughly and Complete All Action Items/Comments prior to Resubmitting.

The information contained in this report is a compilation of all comments made pertaining to your specific site plan file. Each departmental representative provides specific comments pertaining to your application. Please contact the appropriate representative with any questions you may have pertaining to their comments using the phone number provided in the header.

Please note: Comments provided are based on what has been submitted to date. Additional comments may apply with the submission of new/different information.

Resubmissions shall include a letter stating how all action items and comments have been addressed. Resubmissions will not be accepted without this letter.

Planning:

Proposal: A Site Plan application has been received proposing the development of

the subject lands for a 3.5 storey stacked townhouse building with a total of 28 residential units and 32 parking spaces to accommodate residents and visitors.

The applicant has recently received approval (2022) for an Official Plan Amendment and Zoning By-law Amendment for the lands.

Planning Comments:

- Planning Staff have completed a review of the second submission for the proposed development at 1418 Duke Street. On review of the response matrix, Planning can confirm that the comments from the 1st submission have been addressed to the satisfaction of Planning. As such, City Planning Staff have no further comments relating to this proposed development.
- Further to engineering's comments provided further below, it has been identified that the applicant will require an easement to enable access/maintenance for City forces. This will be included in the future site plan agreement and is required to be registered on title.
- Please consider the below comments from staff and agencies as you prepare your submission.
 - Please provide a comment response letter or comment response matrix identifying how each staff comment is being addressed.
- Planning Staff will now commence finalizing addressing the final Site Plan Agreement for review and final signature. A draft of the Site Plan Agreement will be provided for the applicant's review within the first two weeks of September 2023.
- A review of the cost estimate has been completed. Please update the cost estimate based on any changes that may occur through the next submission. Once a final cost estimate is confirmed, the City will request that a **Draft Letter of Credit (LOC)** be provided to the City for our review before a final LOC is submitted. Please note that the City will require 50 percent of the total cost works up to a maximum of \$200,000 be provided.

- Please provide a certificate of General Liability Insurance. This will be required prior to site plan approval. This should be prepared in accordance with the **attached template**.
- Please note, City Planning Staff will not require hard copies of the final plans for site plan. City Staff will accept digital final plans for signature.
- Please note that a 3rd and subsequent site plan submission fee of \$1,600.00 will be required as part of the next submission.

Administrative Items:

Place the AutoCAD Approved Stamp at the bottom right-hand corner (**site plan only**).

Resubmissions: (2) copies of the revised plans in PDF Format.

The applicant will be required to enter into a Site Plan Control Agreement prior to final site plan approval that will be registered onto the title of the property. The City's Legal Services Division will prepare the agreement.

Four (4) original copies of the agreement must be executed and returned prior to final approval being granted. Incomplete and/or incorrect agreements will be returned to the applicant for correction.

Building: Kathryn MacDonald
(519) 623-1340 ext. 4306
macdonaldk@cambridge.ca

Action Items

- Please show the size and location of electrical conductors and the distance from the conductors, **including the conductor swing**, to the proposed building. **Clearance to electrical conductors from all portions of the building to comply with Div. B 3.1.19. of the Ontario Building Code.**
- Review the average grade of the proposed building. Depending on the average grade this may be a 4 storey building and will be required to be designed as a Part 3 building.



Landscape Architect (CSD): Vicki Armitage
(519) 740-4680 Ext. 4213
armitagev@cambridge.ca

• The City's Landscape Architect has no comments on the proposed application. Clearance provided.

Site Accessibility (CSD): Robyn Hyland
(519) 740-4680 ext 4292
HylandR@cambridge.ca

• The City's Accessibility team have no further comments on this application. Clearance provided.

Fire Department Representative: Captain John Percy
519621-60012225
percyj@cambridge.ca

• The fire department has no further comments on this application. Clearance provided.

GrandBridge Energy.: Tony Xu
519621-35302400
txu@grandbridgeenergy.com

• Grandbridge has not yet provided comments on the second submission. Comments will be provide under separate cover. Planning Staff will be following up with Grandbridge.

Development Engineer: Alex Nichols
519-621-0740 ext. 4606
nicholsa@cambridge.ca

Development Engineering Action Items (to be addressed prior to site plan approval)

Submission Requirements

- Provide a revised set of plans
- Provide a revised Functional Servicing & Stormwater Management Report
- Provide a Detailed Response Letter prepared by the Engineering Consultant

Stormwater Management

- Orifice plate size – In accordance with the MOE Planning & Design Manual and the City’s Stormwater Management Policy, the minimum orifice plate size is 75mm. This is due to concerns with small diameter orifices being more prone to clogging. It is noted that the specified 57mm was used in order to achieve the allowable flow rates, given the standard 75mm minimum, we would be willing to permit slightly larger flows resulting from the use of a 75mm orifice. Please review and revise as needed.

Sanitary Service

- A clause will be included in the Site Plan Agreement requiring that the applicant provide an easement over City’s existing MH located adjacent to the neighbouring building’s gas meter.

Water Service

- Water Demand calculations:
 - Confirm that the proposed 100mm is not oversized for the proposed domestic demand.

Grading

- Provide grading design in the following areas to ensure that positive drainage to an appropriate outlet is obtained:
 - Grades along the proposed south curb and south side of building are

higher than the existing property line grades (and building face grades). This encourages runoff to flow against the building to the south. Confirm if a swale can be provided to ensure that runoff can be adequately conveyed out of the area.

- Remove curbs from either side of the driveway within the ROW, refer to City standard drawings for driveway configurations.

Erosion & Sediment Control

- A \$5,000 erosion control security deposit is required to ensure compliance with the approved erosion (and siltation) control measures.

Development Engineering Comments (for information purposes)

- The City must approve the optimum water meter size (and its location). Submit water demand calculation sheets for the entire property/development, per the City's Water Customer Data Sheets standard. Please contact Harpreet Singh Sumra (Supervisor of Metering and Compliance) at (519) 621-0740 Ext. 4676 with respect to the same.
- By-Law #146-03 requires the Owner to purchase from the City any water meter larger than 25 mm (1"). Meter fees will be part of the new servicing installation costs.
- All watermain 100 mm (4") and larger require a Watermain Commissioning Plan to be submitted for approval. For City procedures on water quality testing, contact the Engineering Services Division.
- All proposed site works adjacent to Regional Roads require Regional Municipality of Waterloo (RMOW) approval(s). The Applicant is required to obtain Municipal Consent from the Region for any works within the Region's right-of-way.
- All servicing work within the road allowance for the proposed development including, but not limited to, installation of services to the property line, and relocation of services, will be completed by the City's Public Works Division at 100% Owner's expense.
- Cost estimates for work by the City within the road allowance are prepared by City Staff upon receipt of the estimate fee of \$215.00 plus HST.
- The Contractor will be responsible to obtain an Access Permit to complete all

surface works within the boulevard, including, but not limited to; curb cuts, installation of curb and gutter, entrance aprons, and sidewalk, and reinstatement / restoration of finished surfaces (vegetation, asphalt, etc.).

- Once the Access Permit is approved, the following items will be required:
 - A Highway Occupancy Permit (HOP) will be required for work by the Contractor within the right-of-way. Please contact Dennis Lopes (Senior Civil Engineering Technologist) at (519) 621-0740 Ext. 4324 with respect to the same.
 - A Certified Copy of the Contractor's (current) Insurance Policy is to be provided, indicating that the Contractor carries a comprehensive liability insurance policy of at least \$5,000,000, naming the City as additional insured thereunder and protecting them against all claims for any and all damage or injury to any persons and/or any and all damage to any public or private property resulting from the completion of the proposed works.
 - The Contractor must submit a W.S.I.B. Certificate that remains current for the proposed duration of the site works.
 - Provide a cost estimate for all works within the right-of-way. Development and Infrastructure will require a guaranteed security for 100% of the verified amount. Holdbacks will be maintained following completion of the works. In addition, holdbacks and lengths of holdback are site specific relating to the magnitude of the job.
- The City will inspect all surface works, at the Owner's expense, within the right-of-way prior to the release of securities.
 - The inspection fee will be calculated using the current hourly rate based on the scope of work being undertaken.
- Upon project completion, the Engineering Division will require a signed and sealed letter of compliance from a Professional Engineer confirming that the site grading has been inspected and all earth grade surfaces are in general compliance with the approved grades and cross-sections and are within tolerances as specified under the applicable OPSS(s).
- Upon project completion, the Engineering Division will require a letter of compliance from the Stormwater Management Consultant that the SWM

facilities have been inspected and the “as built” controls and major drainage system is according to the approved SWM design. If there is a difference between the as-built and design conditions, the Engineering Division and the Developer would have to be notified and remedial actions submitted for approvals.

- No alteration of grading is permitted on site until the applicant enters into a site plan or subdivision servicing agreement with the City. Grading of site is subject to Grading Control By-Law No. 160-09.
- Under NO circumstance is a connection to the municipal water system to be made without the consent and presence of City of Cambridge Public Works staff. Please note that, per Regulatory requirements, only certified water operators may isolate watermains or reconnect isolated watermains.

Transportation: Sian Younan

(519) 740-4680 Ext. 4502

younans@cambridge.ca

- The Transportation department has not yet provided comments on this submission. Comments may be provided under separate cover shortly. Planning Staff have followed up with Transportation staff.

Economic Development: Michael Marini

519740-46854352

marinim@cambridge.ca

- The City’s Economic Development Department has no comments regarding this application. Clearance provided.



City of Cambridge Forestry:

Kristen Grittani

grittanik@cambridge.ca

This letter is to notify the planner that City of Cambridge Forestry Division has reviewed the following plans, submitted June 6, 2023:

1. *Tree Management Plan L1* (dated May 10, 2023) by Hill Design Studio (hereby referred to as the TMP)
2. *Landscape Plan L2 – L3* (dated May 10, 2023) by Hill Design Studio (hereby referred to as the Landscape Plan)

Comments/ Conditions:

1. Tree protection measures must be installed as detailed in the TMP prior to any disturbance of the site.
2. Any change to the proposed work on site that may alter tree impacts will require a new/ amended TMP submission from the City of Cambridge Forestry.

These comments/ conditions are only related to the site work being conducted for the purposes of the works related to the grading permit. Any further work or tree disturbance will require an updated submission prior to work commencing or Site Plan Approval.

Tree removal and payment:

Privately-Owned Trees:

As per the Tree Management Plan (TMP) submitted, 7 privately-owned trees are proposed for removal. Of these, 6 trees require compensation in the total amount of 16 trees.

Compensation for Privately-owned trees is based on the current TMP standards for development within the City of Cambridge. Private Compensation Trees are valued \$525.00 per minimum 50mm caliper tree.

16 qualifying trees are proposed for planting on private property in the Landscape Plan, and the remainder will be required as cash-in-lieu.

City-Owned Trees:

Compensation for City owned trees proposed for removal is valued as per By-Law 71-06, based on the 10th Edition of the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers.

As per the Tree Management Plan (TMP) submitted, no City trees are proposed for removal.

City ROW Street Tree Requirement:

Street Trees in the City ROW are required according to minimum planting standards outlined in *City of Cambridge Engineering Standards and Development Manual (2013)* Section 2.1.14 – street trees on City ROW must be installed at a minimum of 1 tree per 12 metres (residential areas) and 8-10 metres (industrial areas) of roadway property line (current planted City trees can be included in total).

2 trees are proposed for planting in ROW on the Landscape Plan, and the remainder will be required as cash-in-lieu.

FORESTRY FEES:	
Private Tree Removal	
Compensation Trees Required:	16
Compensation Trees Proposed on Private Property:	16
Remainder of Compensation Trees Required:	0
Payment to Tree Replacement Fund for Trees Removed on Private Property:	\$0.00
HST:	\$0.00
City Tree Removal	
Payment to Tree Replacement Fund for City-owned Trees Removed:	\$0.00
ROW Tree Installation	
Minimum ROW Trees Required:	2
ROW Trees Proposed:	2
Cash-in-lieu for ROW trees:	\$0.00
FEES TOTAL:	\$0.00
Letter of Credit:	NA

Payment to Tree Replacement fund Payable to:

City of Cambridge

ATTN Sam Scarlett, Manager of Operations Forestry and Horticulture
City of Cambridge
50 Dickson Street, PO Box 669
Cambridge ON, N1R 5W8

G/L Account-Cost Center 401011-102040

Letter of Credit (See attached Template and Policy):

A DRAFT Letter of Credit must be submitted to Forestry via email before a hard copy is accepted.

DRAFT Letter of Credit to be submitted to:

Kristen Grittani, Forestry Technician
Grittanik@Cambridge.ca

Final Letter of credit (once approved) to be submitted to:

ATTN: Tyler Harding, Senior Financial Analyst – Development
City of Cambridge
50 Dickson Street, 4th Floor, PO Box 669
Cambridge ON, N1R 5W8

The applicant is responsible for obtaining permission for the removal or injury of neighbouring or boundary trees and all provisions as laid out in the Forestry Act, R.S.O 1990, c. F.26 as amended or replaced.

The applicant is responsible for obtaining all other required permissions. This review does not supersede the requirements of any other agencies.

Please note that the above fees satisfy Forestry's conditions only, and all other Planning related fees should be paid separately.

Regards,
Kristen Grittani
Forestry Technician



Canadian National Railway: cnroc-pod@cn.ca

• The Canadian National Railway have no further comments with respect to this application.

Canadian Pacific Railway: cp_proximity-ontario@cpr.ca

The Canadian Pacific Railway has no further comments with respect to this application.