

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - May 17, 2021 at 8:30 AM

Session no:9

MEETING - Civic Centre

Microsoft Teams meeting

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[+1 807-701-5975,,417083196#](#) Canada, Thunder Bay

Phone Conference ID: 417 083 196#

[Find a local number](#) | [Reset PIN](#)

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1. <u>Call to Order/Roll Call</u>	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
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5. <u>New Business</u>	
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6. <u>Outstanding Items</u>	
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7. <u>Information</u>	
7.1 By-law Enforcement April 2021 Report	65 - 66

8. In-Camera

- 8.1 THAT the Planning and Development Executive Committee now meet in-camera to address a matter pertaining to: a proposed or pending acquisition or disposition of land by the municipality or local board; lane way matter

9. Adjourn / Next Meeting Date - 07 June 2021

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #8

May 3, 2021

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held virtually in the Committee room on May 3, 2021 from 0830 hrs to 0939 hrs

PRESENT: J. McTaggart - Chairperson, W. Brunetta - Councillor, D. Judson - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, C. Vangel, CBO/Planner, P. Briere, By-law Enforcement Officer, K. Haney, Deputy Clerk, Randy Thoms B 93.1. Merna Emara, Fort Frances Times, TBT News

REGRETS: E. Slomke, Clerk

1. Call to Order @ 0830 hrs- Roll Call

2. Disclosure of pecuniary interest and the general nature thereof - none

3. Approval of Previous Committee Minutes

3.1 Session no 7 - 19 April 2021 - Approved as presented

4. Items Referred from Council - None

5. New Business

5.1 Renaming Colonization Road East and Colonization Road West - Lengthy deliberation held. Committee recommendations to Council meeting of 10 May 2021: Colonization Road East to assume street suffix "Drive" with shortlisted street names to include: Sunrise, Nibi, Harmony, Agamiing and Shoreline. Colonization Road West to assume street suffix "Trail" or "Road" with shortlist of street names to include Sunset, Heritage, Spirit and Moonlight. Implementation in change of names to take effect 01 January 2022.

Additionally, the Committee recommends that Colonization Rd East signs be donated to the following:

1. Manitou Mounds
2. Fort Frances Museum
3. Canadian Museum for Human Rights in Winnipeg

5.2 King's Highway Reconstruction Temporary By-Law - Traffic control by-law to be created for enforcement, if needed. Approved as presented.

6. Outstanding Items - None

6.1 324 Victoria Avenue Zoning Amendment Fee Waiver - RRDSSAB to incur the difference in cost between variance application and zoning amendment application (\$1,075.50) in addition to costs affiliated with required public notice.

7. Information - None

8. In-Camera - None

9. Adjourn @ 0939 hrs / Next Meeting Date 17 May 2021

Executive Committee Chair

Secretary, Planning & Development Executive
Committee

From: [Doug Brown](#)
To: Zachary.Koomans@HydroOne.com
Cc: [Lisa Slomke](#); [Cody Vangel](#)
Subject: RE: [External] Roy Avis Line Expansion
Date: Monday, May 3, 2021 11:59:53 AM

Thanks for the information Zachary, this item will be referred by Council at the May 10, 2021 meeting and then go to the Planning & Development Executive Committee for review and recommendation. If you require any additional information, please feel free to contact Lisa Slomke, our Clerk or Cody Vangel, our CBO/Planner.

Doug Brown, P Eng CAO
Town of Fort Frances
807-274-5323 Ext 1213

From: Zachary.Koomans@HydroOne.com <Zachary.Koomans@HydroOne.com>
Sent: Monday, May 3, 2021 11:37 AM
To: Doug Brown <dbrown@fortfrances.ca>
Subject: [External] Roy Avis Line Expansion

[EXTERNAL] Don't click links or attachments unless you recognize the sender and know the content is safe. You can forward suspicious messages to support@fortfrances.ca.

Hi Doug,

I just spoke with Roy Avis and he said you might be the contact for a Hydro Easement. He is looking to bring power to his property which requires Hydro to continue through town property at Sunny Cove Camp. This would also give the town access to power at the beach to the North should they ever want to build there.

I've attached a rough plan here, I'm headed out again Wednesday if you would like to meet there and go over things. If you have any questions you can reach me at 1 807 271 5829.

Thanks,

Zachary Koomans

Area Distribution Engineering Technician Trainee
Hydro One Networks, Fort Frances
Tel: (807) 271 5829
Email: Zachary.Koomans@HydroOne.com

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Customer Information		Service Location & Contractor Information		General Information	
Customer: Roy Avis		911 Address: LOT 36 CONC 2		Preparation Date: 4/27/2021	
Address: 600 King's Hwy Fort Frances ON P9A 2W9		Lot: 36	Concession: 2	Rate Class: SEASONAL - Residential	
		Township: Watten		D.S.: Burliegh	
Primary # 807-2747049		RP#:	Sublot:	Customer Cable: No	Feeder: F1
Bus.:		Contractor:		Service Size: 200 Amps	Switch: 254
Fax:		Ph #:		Acct #:	Transformer: 3802



Line Expansion - 200A Under Ground Connection

Driving Directions: East of Fort to Sunny Cove Camp.
Driveway access just past devlin Automotive on left, #1200.

Burliegh DS F1
Sw 254 / Transformer
Red Phase
Bucket Accessible WL1, WL4, WL5
Offroad WL2, WL3

HYDRO ONE OR CONTRACTOR:
WL1: CLKZWF

- Supply and install 12" Single Helix PISA at min 3m lead DL5-201
- Supply down guy DL5-101

WL2: New 40'C4 Wood Pole

- Supply and install new 40'C4 wood pole in earth
- Supply and install down ground DL12-301
- Supply and install primary framing DL3-102
- Supply and install 12" single helix PISA at min 3m lead DL5-201
- Supply and install down guy DL5-101

WL3: New 40'C4 Wood Pole

- Supply and install new 40'C4 wood pole in earth
- Supply and install down ground DL12-301
- Supply and install primary framing DL3-101

WL4: New 40'C4 Wood Pole

- Supply and install new 40'C4 wood pole in 3 leg rock mount DL4-206
- Supply and install down ground DL12-301
- Supply and install primary framing DL3-104
- Supply and install rock anchors at min 3m lead DL5-207 (x2)
- Supply and install down guy DL5-101 (x4)

WL5: New 40'C4 Wood Pole

- Supply and install new 45'C3 wood pole in 3 leg rock mount DL4-206
- Supply and install down ground DL12-301
- Supply and install primary framing DL3-105
- Supply and install rock anchor at min 3m lead DL5-207
- Supply and install down guy DL5-101 (x2)
- Supply and install secondary riser on pole DU-08-401

WL1 - WL5: New Line

- Supply and install 630m of #2 primary conductor (315m primary + 315m neutral)

HYDRO ONE:

WL1: CLKZWF

- Supply and install primary framing DL3-104
- Attach down guy to pole DL5-101

WL5: Transformer Pole

- Supply and install new 7.2kV 25KVA transformer #3802 and faming DL9-101

WL6: Meter Base

- Supply and install 2S meter in meter base RM7-14.1 D1

Notes: The Customer has 180 days to execute the Customer Service Contract ("Contract") with Hydro One and pay all amounts payable under the Contract. This layout is valid until the earlier of either:
(a) 180 days from the date of Contract execution and receipt of Customer payment; or (b) 360 days from the "Preparation Date" identified on the layout. The Customer may have to pay for a re-design (which means the Customer will receive a new layout) should the Customer:
(a) not execute the Contract with Hydro One and pay all amounts payable under the Contract within the 180 day timeframe referenced in the Contract; and/or (b) make changes to their requirements which requires Hydro One to make revisions to the work that needs to be performed by Hydro One or the Customer.

- All work to be done to Electrical Safety Code


Existing	Hydro One or Contractor Section 3.0	Work by Customer
Hydro One Only Section 2.0	Work by Others (Bell or LDC)	
Remove - Hydro One or Contractor Section 3.0	Remove - Hydro One Only - Section 2.0	
Remove - By Customer	Remove - By Others (Bell or LDC)	


Order LE302498644_FF_2021_13_WATTEN_Roy_Avis




Hydro One Phone #: 888-835-9444	Service Centre Name: Fort Frances	Secondary Voltage: 120/240
Hydro One Fax #: 866-269-6897	Prepared By: Zachary Koomans	SAP Order #: 62938121
Electrical Safety Authority: 877-372-7233	Departure Date & Time: 04/26/2021 10:15:00 AM	CM Number: 385879
	Arrival Date & Time: 04/26/2021 10:00:00 AM	Customer #: 0100979606





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new pole 


new anchor 

new line  or  or 

existing pole 

existing anchor 

existing line  or  or 

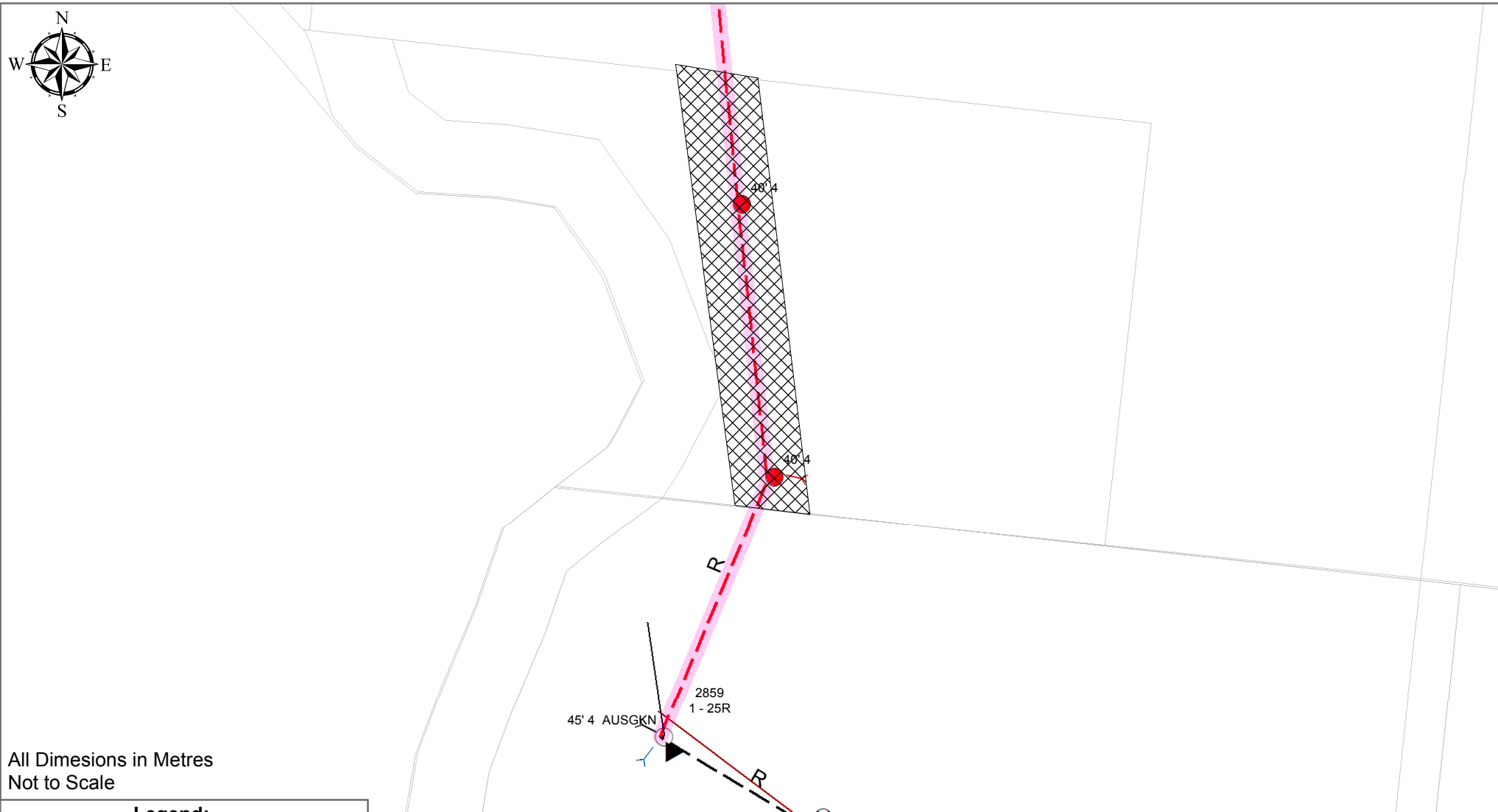
assessment area 

*Dimensions: i.e. 5m +/- 10%
(pending final survey)*



40083 **schedule 'A'**
rev. 13-06 **property easement sketch**

Owner Name		Lot	Plan
Owner Signature			
Owner Name		Concession	Sublot
Owner Signature		Township	
Hydro One Name Zachary Koomans		Former (or Geographic) Township	PIN
Hydro One Signature			
Date 4/27/2021		County/Region	Comments The location of the new or existing poles, anchors or equipment may not be exact. The stake marks the final location.
Operating Center Fort Frances	Cost Center	Work Order 62938121	



All Dimesions in Metres
Not to Scale

Legend:

new pole	●
new anchor	Y
new line	--- or --- or ---
existing pole	○
existing anchor	Y
existing line	--- or --- or ---
easement area	<div style="border: 1px solid black; width: 100px; height: 20px; background: repeating-linear-gradient(45deg, transparent, transparent 2px, black 2px, black 4px); margin: 0 auto;"></div> <div style="text-align: center; margin-top: 5px;"> 5m example 2m </div>
Dimensions: i.e. 5m +/- 10% (pending final survey)	



40083 **schedule 'A'**
rev. 13-06 **property easement sketch**

Owner Name		Lot	Plan
Owner Signature		Concession	
Owner Name		Township	Sublot
Owner Signature		Former (or Geographic) Township	PIN
Hydro One Name Zachary Koomans		County/Region	Comments The location of the new or existing poles, anchors or equipment may not be exact. The stake marks the final location.
Hydro One Signature			
Date 4/27/2021			
Operating Center Fort Frances	Cost Center	Work Order 62938121	

To: Mayor and Council of the Town of Fort Frances,
Letter to the Editor – Fort Frances Times
et al.

Re: **Extending Front Street Westerly**, and LaVerendrye Parkway, from Victoria Ave. to Central Ave., and possibly to the Fort Frances Cemetery.

While I submitted my views and thoughts of extending LaVerendrye Parkway's walking and bicycle paths easterly and northerly and ultimately to the Couchiching Band Office a few years ago, apparently to no avail, I still believe it a viable and desirable asset to both communities. I now wish to submit my views and thoughts on a westerly, viable and desirable asset.

The current mill site owners are immersed in a massive demolition undertaking, all well and good we hope and assume. However, there should be a planning process prepared for when their current demolition undertaking is said and done, namely the natural westerly extension of Front St. and LaVerendrye Parkway along the riverbank's edge. Current Google satellite imagery can be viewed showing that on most of the river's edge, at least from Victoria Ave. to Central Ave. there is already a road of sorts, albeit for past mill operations purposes only. From Central Ave./Church St. northerly, actual mill infrastructure currently sits on the immediate shoreline, but is in process of demolition. From the Power Station at Central Ave. and Third St. W., westerly, once again, a road of sorts is present, or can be visualized, extending to the Fort Frances Cemetery.

It would appear that a timely review is now required, if not already contemplated, and options considered for pursuit, or not.

Some of the issues would appear to be:

1. When the paper mill company first contemplated its existence, governments of the day were eager to assist and encourage the plan. The exact extent of what they brought to the table is unknown to me, other than the obvious 1905 Power Agreement, from the town's point of view. A thorough and proper research of original title and government decisions should be undertaken as it may be highly informative. But the concept of a 'land and rights deal' comes to a reasonable mind for the encouragement and assistance for such an exciting mill proposal, and if so, it is possible that

certain lands and rights were given in exchange for the private sector developer to proceed. So, given today's status of the property, it begs the questions around the concept, if there was such a granting, and considering that a functional mill is no longer there, nor can be by virtue of new title restrictions imposed by Resolute, that a reversion of such lands and rights should now appropriately be reviewed. On this point however, it is likely that only the original footprint of the original mill would be the subject of such a review. The many subsequent land acquisitions over the many years would likely be all normal commercial transactions only, without similar re-acquisition rights to be considered.

2. Additionally, post original construction, there were many varied street closures granted by the Town for the various operational expansion needs of the mill – and these closures should also be now reviewed for similar re-acquisition. Closed portions of Central Ave., Church St., Mowat Ave., and Sinclair St. come to mind – these closed streets formed an integral part of the municipal lay-out providing services and access to the varied pieces of adjacent private lands. These 'adjacent private lands' are about to be re-introduced post demolition.
3. An engineering and planning/zoning review of the adjacent river's edge roads and lands needs to be undertaken for the benefit of over-all community planning needs, including remaining mill lands. The alternative of no planning creates an unpleasant vision of uncontrolled and haphazard development in our future.
4. The Town's relationship with the current property owner is also crucial, and whatever it is, fruitful dialogue can be pursued and or hoped for, or not. The town has powerful expropriation rights at its disposal, and while it may not be preferred, it is a tool that should be considered to ensure the proper development of the community's interests on behalf of its citizens.
5. And the last issue, but not the least, is a future vision for the International Bridge (and Canada/USA Customs) requirements. As the initial purpose of the bridge included the means to deliver paper mill products to the U.S. market (which is now redundant), its future, non-the-less, requires its inclusion as part of the aforementioned issues. While I was Town

Administrator, I recall being tasked to write a report on the possibility of the Town acquiring bridge ownership – the report was done but the consideration of sale was withdrawn. The list of interested parties that would have needed to be consulted was extensive.

In conclusion, please envision the shoreline landscape pre mill, and now if you can, envision the same shoreline landscape in a few years from now. Imagine the possibilities – does the phrase ‘boundless’ come to mind?

Bill Naturkach, Fort Frances.

April 24, 2021.

Date: May 17, 2020

Report To: Planning and Development Executive Committee

Report From: Cody Vangel, Chief Building Official and Municipal Planner

Subject: RFP No. 2021-PD-08 Award – Phase One & Two Environmental Site Assessment
For The Former Shevlin Wood Yard

In the 2021 Capital Budget, the Town of Fort Frances allocated funds to retain an Environmental Engineering Firm to conduct the following at the Shevlin Wood Yard:

- Up to three Phase One Environmental Site Assessments
- Conduct survey works to generate reference plan parcels
- Up to three Phase Two Environmental Site Assessments
- File up to three Records of Site Conditions
- Develop remedial action plans if required

The Town of Fort Frances has recently completed a land use and economic development feasibility study which detailed a variety of uses at the Shevlin Wood Yard including residential, commercial, and mixed-use residential/commercial. The Environmental Protection Act and O. Reg 153/04 require that a record of site condition be filed when a properties use is changed so a more sensitive use. The change from a former industrial type of use to a more sensitive use triggers the requirements of these reports and studies.

The intent of this project is to satisfy the necessary environmental parameters or remedial action requirements for the lands to proceed with the development concept that was generated in the land use and feasibility study for the redeveloped Shevlin Wood Yard.

The Town of Fort Frances began advertising the Request for Proposal (RFP) on March 25, 2021 with a closing date of April 27, 2021. The RFP was advertised in the local newspaper, the Town's website, and it was also sent to both the Thunder Bay and Winnipeg construction association requesting advertisement.

A requirement of this RFP was that the environmental engineering firms must conduct a site visit prior to submission of their proposal. With this, all four groups that submitted bids satisfied this requirement.

On April 27, 2021 at 2:00pm proposals were opened publicly through a virtual manner at the Town of Fort Frances Civic Centre in the Committee Room. The following four proposals were received:

Building Design Firm	Project Cost (HST not included)
WSP Group	\$132,665.00
DST Consulting	\$115,868.08
Stantec	\$109,600.00
KGS Group	\$92,306.50

The proposals were evaluated and scored by an internal review team made up of the Chief Building Official, Environmental Superintendent and the Operations and Facilities Manager.

The 2021 capital budget allocation for this project was \$135,000.00. Given this, all four proposals lay within budget.

Through the review process KGS Group scored the highest through provision of a well-prepared proposal, abundant experience within the project team, demonstration of a firm understanding of the project goals, as well as a thorough methodology. With a revision to the project schedule to detail an award date of May 25, 2021, a project completion date would be expected for November 2021 pending the time frame for record of site condition submission/approvals.

It is recommended that RFP No. 2021-PD-08 be awarded to KGS Group at the cost of \$92,306.50 plus the Town's portion of HST and further that an authorizing by-law be prepared and executed by the Mayor and Clerk on behalf of the corporation.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized flourish at the end.

Cody Vangel
Chief Building Official & Municipal Planner

Date: May 17, 2021

Report To: Planning and Development Executive Committee

From: Cody Vangel, Chief Building Official & Municipal Planner

Re: Tourism Development and Marketing Plan – Beautification of Scott Street/Town Entrances/Trans Canada

Rainy River Future Developments Corporation (RRFDC) working as the Municipal Accommodation Tax (MAT) Agency has developed a Tourism Development and Marketing Plan to set out a vision for Fort Frances to be achieved through objectives and actions.

One of the many actions and goals that fall within the realm of Planning and Development is with regards to the Beautification of Scott Street, Town entrances and the Trans-Canada highway. The plan outlines several actions that can take place in order to beautify the above-mentioned locations being the following:

- Graffiti clean-up
- Community clean-up and priority ongoing pick-up along length of Trans Canada in Fort Frances
- Advocacy for fewer billboards/removal of derelict billboards just outside west entrance to Fort Frances
- Screening of storage businesses at west entrance with planted material if right of way permits

1. Graffiti Clean-up

It was not made clear to Town administration where exactly this graffiti was located. It was found that the Mowat Nursing Station does appear to have some graffiti on the building. The Mowat Nursing Station is anticipated for demolition this summer which will take care of the graffiti display.

2. Community clean-up and priority ongoing pick-up along length of Trans Canada in Fort Frances

To ensure a welcoming entrance and experience within the community the report details a recommendation for an ongoing community clean up along the Trans Canada Highway. This may be achieved through a volunteer program or even utilizing student labourers.

3. Advocacy for fewer billboards/removal of derelict billboards just outside west entrance to Fort Frances

The report details advocacy for fewer billboards at the west entrance of Town to increase the welcoming experience. Since the report was generated, Town administration members have worked with sign/billboard owners at the west end of Town to remove/repair/replace derelict billboards, therefore considered complete unless further action is determined.

4. Screening of storage businesses at west entrance with planted material if right of way permits

It is understood that many of the businesses at the west limits of Town are a mixed-use of enterprise and light to heavy commercial. The report indicates these businesses as they may be unsightly to visitors entering/exiting Fort Frances. The report recommends screening these businesses with planted material if the right of way permits. For discussion amongst the Committee, a consideration for this matter may be some sort of grant funding in order to influence the planting of greenery to better screen the

“unsightly” businesses.

The Committee will recall hearing this matter at the April 5, 2021 session where it was requested that streetscape sample policies/guidelines be brought back for information.

Attached with this report and below are a few samples of said policies/guidelines. At the recommendation of the Committee, administration can seek to include a Streetscape Design Guideline/Policy item in the 2022 capital budget process. It will be understood that this inclusion into the 2022 budget process will be subject to the regulatory budgeting process and is not a guaranteed inclusion.

Due to document size restrictions, some samples can be found at the following links:

- https://guelph.ca/wp-content/uploads/Section_2_Streetscape_ManualREVISEDJAN20172Reduced.pdf
- <https://www.cambridge.ca/en/build-invest-grow/resources/Main-Street-Urban-Design-Guidelines.pdf>
- https://www.stratford.ca/en/inside-city-hall/resources/InfrastructureDevelopmentServices/Planning/Planning_Services/Urban_Design_and_Landscape_Guidelines_April_28_2014_1_revised_vision.pdf
- <https://www.thunderbay.ca/en/business/resources/Documents/Building-and-Planning/Urban-design-Guidelines/Urban-Design-and-Landscape-Guidelines.pdf>

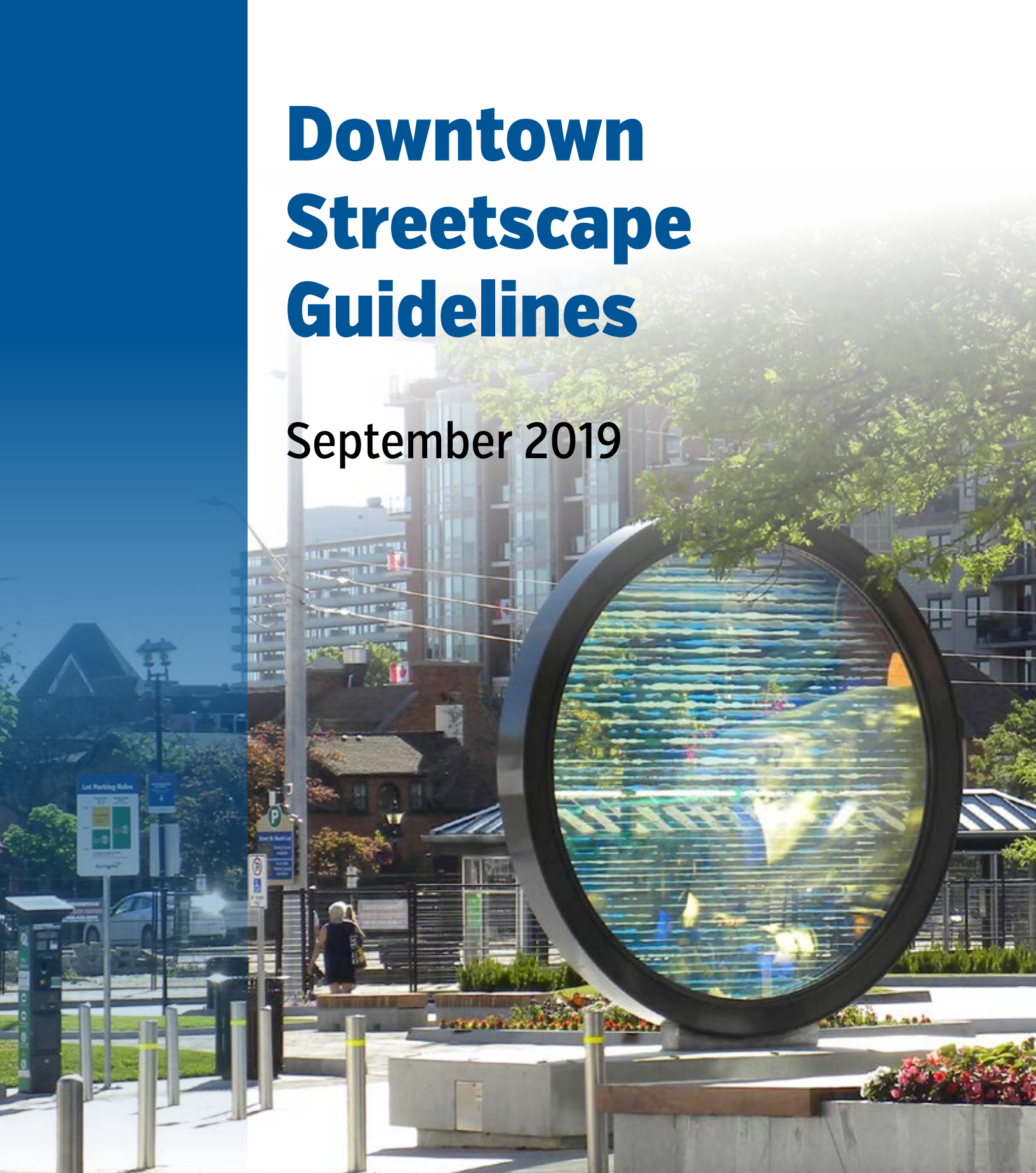
Respectfully submitted.



Cody Vangel
Chief Building Official & Municipal Planner

Downtown Streetscape Guidelines

September 2019





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Credits: All images and photographs by City of Burlington unless otherwise acknowledged below. Inside cover top left, 29, 31, 33, and 35 Landscape Forms Inc.; 25, 29, 31, 33, and 35 Maglin Site Furniture; 37 and 38 City of Halifax, Argyle Street, Halifax

Figure 1: Study Area

Figure 2: Character Area Map

Figure 3: Boulevard zones applied to a portion of Brant Street

Figures 4 & 5: Examples of gateway and node intersection treatments

Figures 6 & 7: Examples of corner treatments

Figure 8: Example of a mid-block bump-out treatment

Figure 9: Example of a transit bump-out

Figure 10: Pedestrian-scaled lighting

Appendix A

Typical Lower Brant Streetscape

Typical Lakeshore Road Streetscape

Typical Mixed-Use Commercial District Streetscape

Typical Residential Districts Streetscape

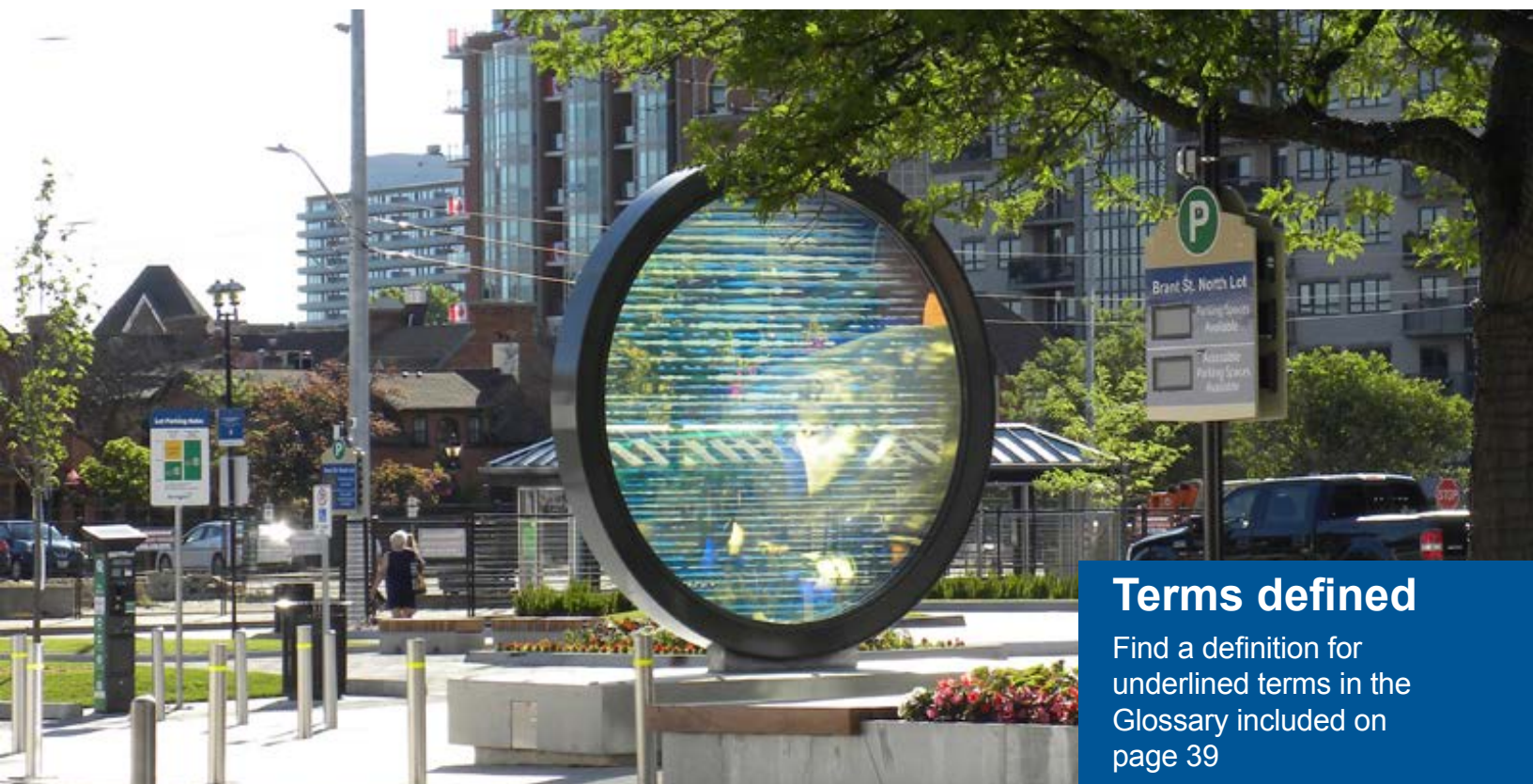
1. INTRODUCTION

1.1. Background & Overview

Downtown Burlington's streetscape has gradually changed over time due to significant public and private sector investments and general wear from weathering and use. Many of the furnishings and materials that contribute to the Downtown streetscape are physically and visually fragmented and no longer offer the cohesiveness they were originally intended to provide.

The 2019 Downtown Streetscape Guidelines [the "DSG"] establishes a new vision, framework, and a set of design principles and strategies, which will provide guidance for the consistent application and renewal of the various downtown streetscapes. This may include the reconstruction of surface works such as sidewalks, curbs, cross-walks, and roadways together with the replacement or refurbishment of streetscape elements such as street trees, streetlighting, and furnishings (e.g. benches, waste receptacles, bike racks, bus shelters, and bollards). The guidelines are intended to help enhance and strengthen the public realm and contribute to the Downtown as an accessible, cohesive, identifiable and vibrant destination within the city.

The DSG replace the previous downtown streetscape guidelines adopted by Council in 1982.



Terms defined

Find a definition for underlined terms in the Glossary included on page 39

1.2. Purpose

What is the Streetscape?

The streetscape is the combination of all the elements that make up the physical environment of a street and define its character, including trees, lighting, paving materials, street furniture, pedestrian amenities and the setback and form of surrounding buildings.

What are Streetscape Guidelines?

It is a document that establishes a vision, design principles, strategies and guidelines for future construction work within the public right-of-way. The intent is to provide recommendations on how to create a continuity of space for people to experience and enjoy.

What are the benefits of Streetscape Guidelines?

They provide the city with a consistent and unified design approach. Guidelines are a tool for creating change towards a coherent, consistent and complementary palette of materials, furnishings and plantings that integrate well with the surrounding built environment and land uses. Through proper implementation, they can have positive social, environmental, and economical benefits.

How are Streetscape Guidelines structured & used to inform design decisions?

The DSG establishes a set of guiding design principles (Section 2.2) structured around character areas (Section 2.3). The DSG will be

used when planning for street-related capital improvement projects or reviewing publicly-initiated and private development applications. This document is intended to supplement in-force land use policies and built form design guidelines.

How are Streetscape Guidelines implemented?

These guidelines set out an implementation framework [refer to Chapter 4 in its entirety]. In the short-term, known private sector developments and street-related capital improvements will present the first opportunities for realization of the new streetscape designs and treatments.

The DSG will be implemented over an extended time frame and thus a consistent application of the guidelines is critical to ensure a cohesive downtown streetscape. Accordingly, medium- and long-term street-related capital investments should continue to be developed based on the City's asset management practices.

1.3. Where Downtown Streetscape Guidelines Apply

The DSG applies to all downtown streets or street segments that fall within the boundaries of the Downtown Business Improvement Area [Figure 1].

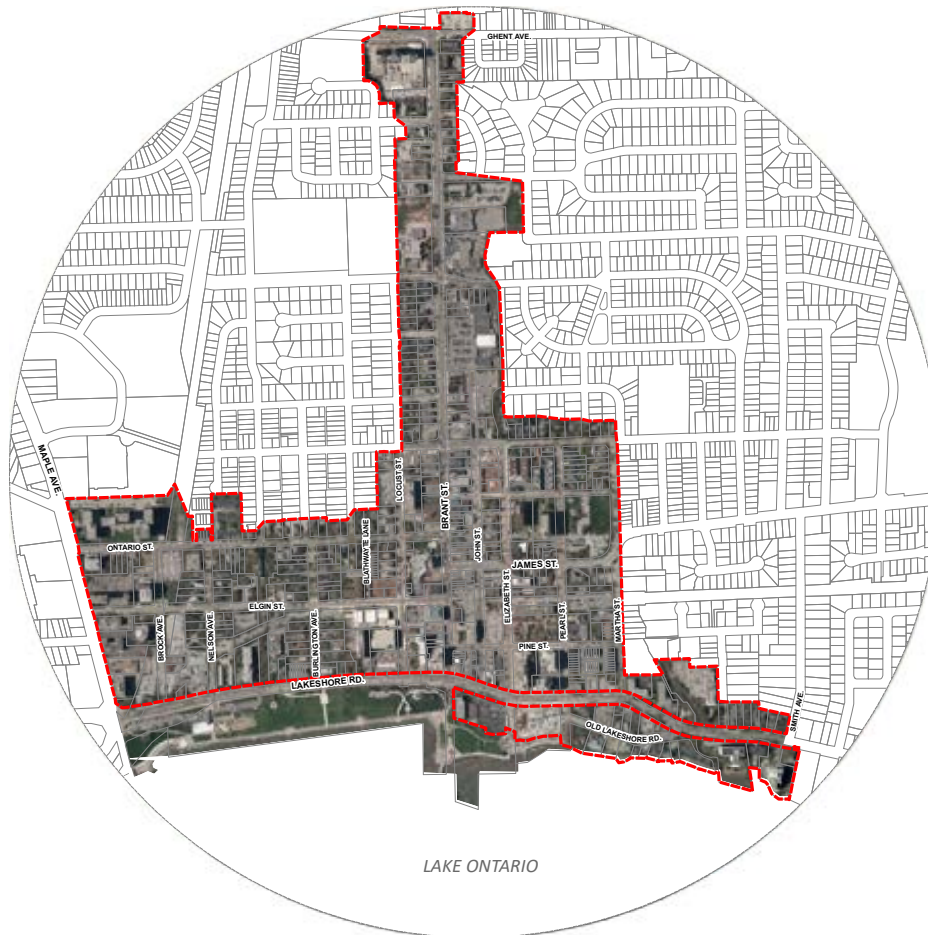


Figure 1: Study Area

Boulevard Bounded

It is important to note that the guidelines set out in this document apply only to the street boulevard – the area between the curb edge and either the front lot line of abutting properties and/or the building face [see Figure 3 on page 8]. While this document offers design guidance for streetscape elements outside of the boulevard zone, recommendations related to the functional design of streets and intersections are outside the scope of this project. Notwithstanding, all public and private sector developments within the defined area should have regard for all applicable guidelines presented herein.

1.4. How to Use the Guidelines

The DSG will assist staff, landowners, developers, and the public by providing both general and area-specific design direction for all Downtown streetscapes. The DSG presents illustrative design approaches that should be implemented by future public and private sector developments, street-related capital improvements, and other city initiatives and projects to ensure a high level of design excellence throughout the Downtown.

Where it can be demonstrated that an alternative design achieves or exceeds the intent of the DSG, as outlined herein, alternative solutions will be considered.

1.5. Policy Alignment

The DSG builds on the Strategic Plan through its guiding design principles and will deliberately connect to the outcomes of various other policy documents and implementation plans. As such, the DSG is intended to be a living document that will be continually edited and updated to evolve with the downtown yet still provide predictability for long range planning and investments.

The following is a summary of key plans, guidelines, standards and studies that should be considered when designing a streetscape as they provide background and context to align this document:

[Accessibility Design Standards](#)

[Active Aging Plan](#)

[Asset Management Plan](#)

[Burlington's Strategic Plan](#)

[Community Trails Strategy](#)

[Core Commitment: Burlington's Downtown Vision and Action Plan](#)

[Cycling Plan](#)

[Downtown Urban Design Guidelines](#)

[Downtown Water Quality Control Plan](#)

[Mid-Rise Building Guidelines](#)

[Official Plan](#)

[Pedestrian Charter](#)

[Public Art Master Plan](#)

[Transit's Bus Stop Design Standards](#)

[Integrated Mobility Plan](#)

[Tree Planting Guidelines](#)

[Street Lighting Specifications and Design Manual](#)

[Tall Building Guidelines](#)

[Urban Forest Management Plan](#)

The DSG alignment with these documents signals the City's commitment to strategic growth and design excellence in the Downtown. Accordingly, the recommendations set out herein will lead to renewed streetscapes in the Downtown that may require the continued need for enhanced levels of service and corresponding financial resources.

2. FRAMEWORK

2.1. Vision

Streets play an important role in the livability, vitality, and character of the Downtown. These guidelines strive to create a friendlier and greener downtown street network for people to enjoy and explore.

The DSG is about place-keeping and place-making in the Downtown, as well as supporting streets that can accommodate a diverse population, serve many roles, and be universally accessible. It must retain and enhance active and vibrant pedestrian-focused streets, and provide safe, sociable and comfortable environments.

The following vision statement will inform all decisions to meet current and future streetscape needs:

“To enhance the public realm by creating high quality downtown streetscapes that are attractive, pedestrian-friendly, and support vibrant destinations.”



2.2. Design Principles

The following design principles will guide and support the creation of an accessible, walkable, and attractive public realm that integrates with the existing urban fabric. These principles are based on the key strategic directions of a city that moves, a healthy and greener city, and an engaging city, which were established by the City of Burlington through its Strategic Plan.



1. Pedestrian-First Focus

Design streetscapes to be safe and comfortable for all users by prioritizing the safety of the most vulnerable users (children, older adults, and people living with disabilities). The downtown is a place where life can slow to a human walking pace, where people can gather and spend time.



2. Green & Sustainable

Improve environmental quality through living assets and responsible design.



3. Easy to Use & Equitable

Design streetscapes for all ages, abilities and modes of travel. Design must be impartial and inclusive, serving the needs of a diverse range of users with equitable attention for children, older adults, and people living with disabilities.



4. Long Lasting

Provide for a high quality of design using durable materials and construction practices that are informed by local conditions such as climate, and ongoing maintenance needs.



5. Connect & Integrate

Design streetscapes to be context-sensitive and reflect the character of the street.

2.3. Character Areas

The Downtown is Burlington's historical commercial core, developed along two main streets, Brant Street and Lakeshore Road. Both streets provide key points of entry into the downtown and together provide the anchor for many business, civic, and entertainment activities and interests. While the neighboring lands have helped to support and reinforce the character and function of these two main streets, they have emerged as two distinct districts; and are characterized by a mix of business and higher density residential buildings or established residential neighbourhoods primarily of lower-scale buildings with a few medium- and high-density buildings. The DSG organizes the downtown into the following Character Areas to reflect the unique qualities of each:

Two Character Streets

1. Lower Brant Street
2. Lakeshore Road

+

Two Districts

3. Mixed-Use Commercial
4. Residential

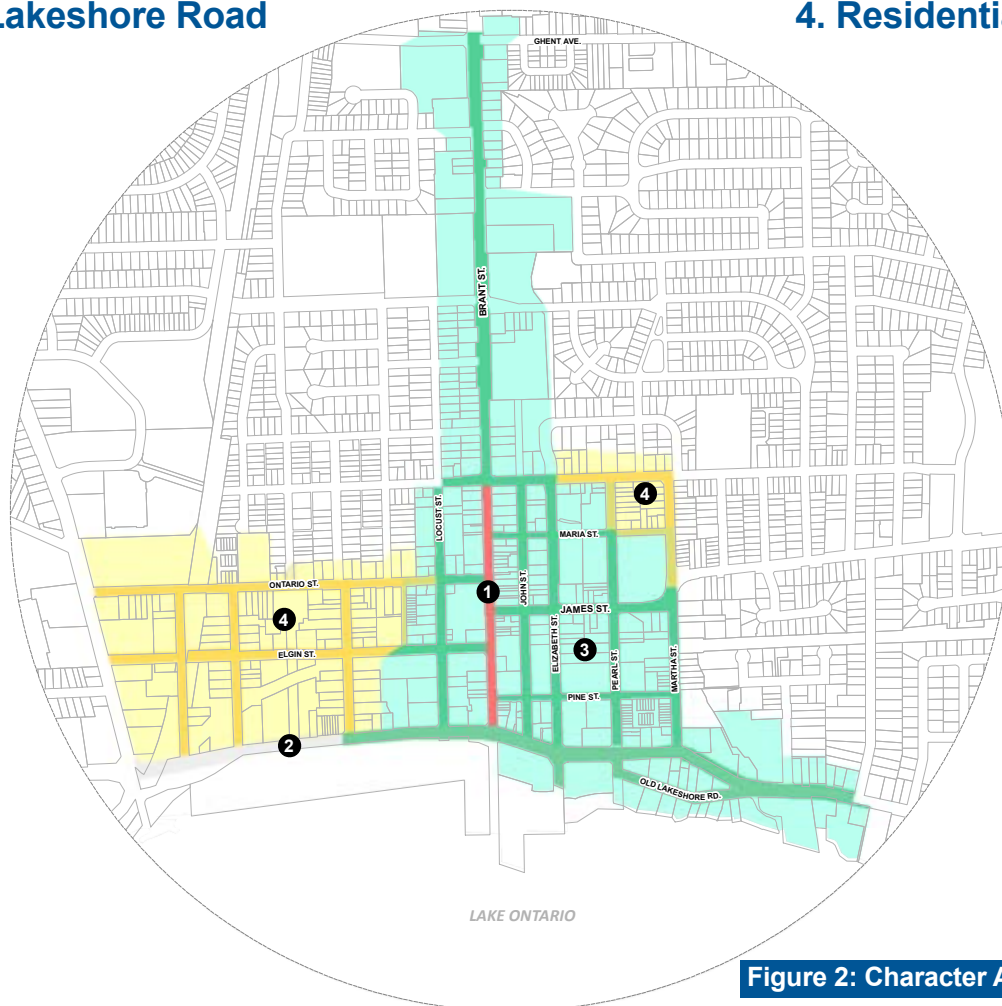


Figure 2: Character Area Map

3. STREETSCAPE GUIDELINES

3.1. Streetscape Anatomy

Streets, and by extension the ‘streetscape’, consist of elements including travel lanes, transit routes, bikeways, greenways, sidewalks, parking and sitting areas, and meeting places. In an urban setting such as the downtown, the design and treatment of its streets is critical to the safe movement of people. As noted above, this document applies only to the boulevard, which consists of up to the following four zones:

Each zone has a role to play in contributing to a high-quality streetscape:



Legend

- 1. The Marketing Zone
- 2. The Clear Path Zone
- 3. The Furnishing Zone
- 4. The Edge Zone

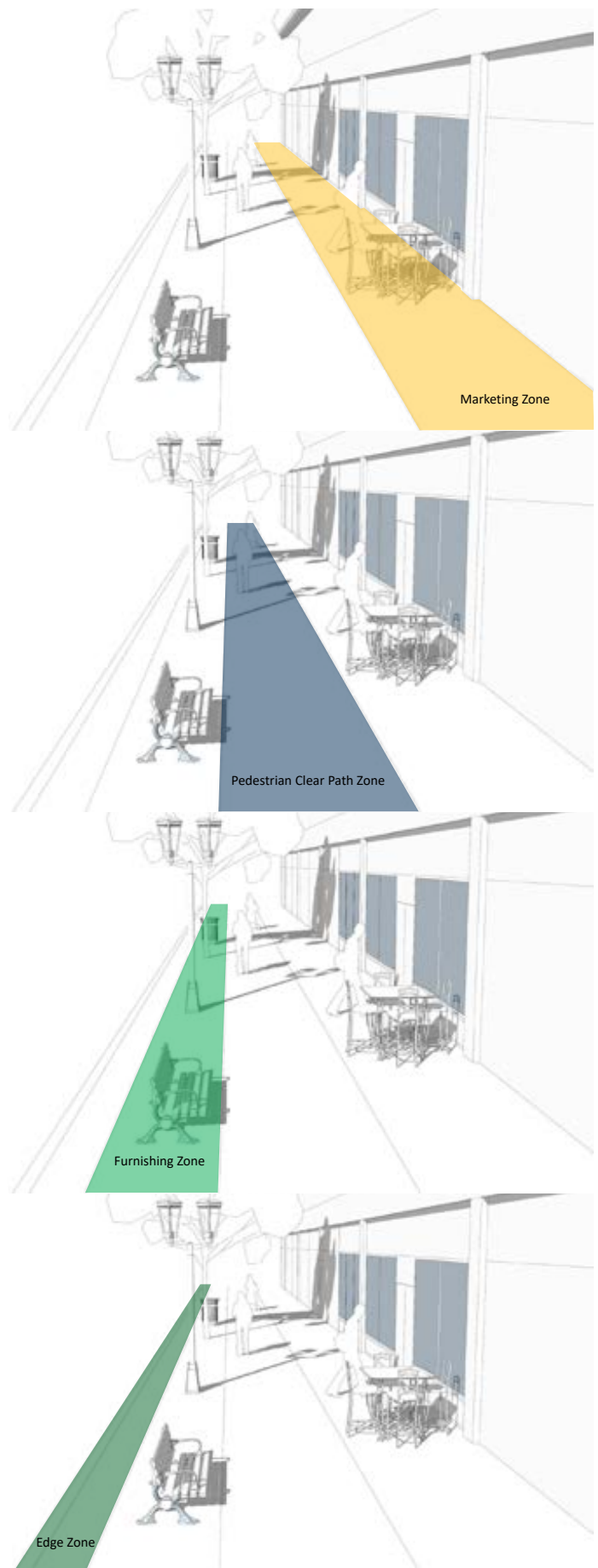
Figure 3: Boulevard zones applied to a portion of Brant Street [east side, looking south of Caroline Street].

1. The Marketing Zone: functions as an extension or spill-out of the adjacent building and its uses, whether it is for signage, the display of goods or a café or restaurant patio. This zone is typically located on private property and encourages businesses to use this portion of the boulevard as part of the downtown experience. A minimum 2m wide marketing zone is encouraged along streets that require at-grade retail and service commercial uses.

2. The Clear Path Zone: provides an unobstructed and accessible public path of travel dedicated for pedestrians. This zone ensures a safe and comfortable walking experience and should be a minimum of 1.8m wide [complying with the minimum Accessibility for Ontarians with Disabilities Act (AODA) standards for two-way travel for people using mobility devices]. This width should increase – where space permits – along streets with heavy pedestrian volumes.

3. The Furnishing Zone: defined as the section of the boulevard between the back of curb and the Clear Path Zone. This zone is where street furnishings, trees, and utilities are provided. Typical streetscape furnishings include, but are not limited to, benches, bike racks, bollards, bus shelters and transit stops, pedestrian and traffic signal poles and street lighting, newspaper kiosks, mailboxes, street trees, utilities, and waste receptacles. This zone may also include green infrastructure elements such as bioretention facilities. This zone should be a minimum of 1.2m wide.

4. The Edge Zone: defined as the area immediately next to the Furnishing Zone and edge of roadway. This zone may include a variety of different elements including curb and gutters, corner and mid-block bump-outs, curb extensions, parklets, pop-up installations, green infrastructure, flexible pedestrian spaces, parking, and/or cycling infrastructure. It varies in width depending on which of the above strategies are employed. For example, this zone will generally be a minimum of 0.5m to accommodate a standard or modified curb and wider when accommodating parking as part of a flexible street design.



3.2. Design Priorities

To facilitate the design of the boulevard, the importance of establishing a framework to prioritize the specific zones was identified.

The following Design Priorities provide direction for the preliminary planning, design and implementation of the guidelines contained in this document, particularly in situations where all four zones cannot fit within the existing street geometry. This approach provides a general framework and hierarchy of public space to inform the design decision-making process where street geometry changes are not anticipated or where the boulevard space within the current street design is limited.

Priority 1 Put Pedestrians First

The Clear Path Zone +
The Edge Zone (Min. curb)

Priority 2 Maximize Opportunities for Street Trees

The Furnishing Zone

Priority 3 Support Lively Sidewalks

The Marketing Zone, where appropriate

Priority 4 Provide More Space for People and Trees

The Edge Zone (Enhanced Curb)

3.3. Design Guidelines & Strategies

The new DSG represents a refreshed set of guidelines and material selections for the Downtown. The application and maintenance of which will require a renewed dedication of efforts as the downtown continues to evolve. Guided by a set of design principles set out in Section 2.2 above, this section outlines design guidelines and strategies for streetscape improvements within the boulevard. While some of the design guidelines and strategies offer remedies for changes outside of the boulevard, the use of any of these treatments will be subject to separate street design decision-making processes informed by functional design considerations.

3.3.1. Accessibility

- All aspects of the streetscape shall be designed to be accessible to persons living with disabilities and must comply with the City of Burlington Design Standards and the Accessibility for Ontarians with Disabilities Act [AODA] and its regulations including the Design of Public Spaces Standards.
- Streetscape designs and plans shall be reviewed for compliance with the AODA in consultation with the City's Accessibility Coordinator.

3.3.2. Pedestrian Crossings

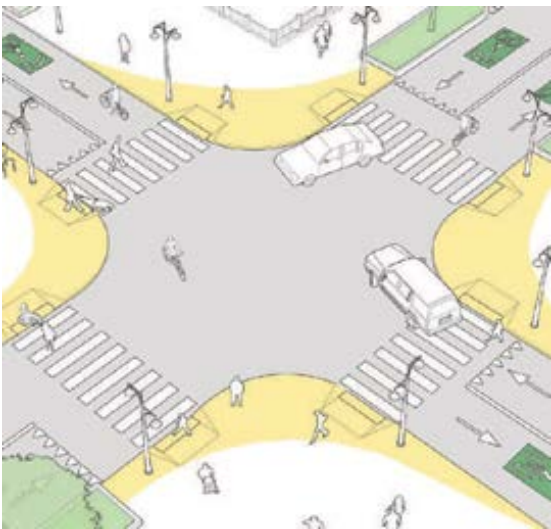
Driveways

- Where driveways cross the pedestrian Clear Path Zone, sidewalks should be continuous and level through the conflict zone;
- The number of driveway access points should be minimized (by limiting curb cuts for new driveways or changes to existing driveways) in areas with high pedestrian volumes such as Lower Brant Street;
- Where existing driveways cross the Clear Path Zone and cannot be relocated or consolidated through redevelopment, they should be narrowed to signal pedestrian priority and maintain a safe and comfortable environment;
- Refer to the City's Tree Planting Guidelines for minimum tree setbacks from driveways.

Intersections

Promote and prioritize pedestrian safety throughout the Downtown by designing intersections that:

- Reduce crossing distances through the provision of corner bump-outs or curb/sidewalk extensions;
- Improve visibility and traffic calming through narrower travel lane widths and smaller corner radii; and
- Use materials and textures that enhance pedestrian priority.



Figures 4 & 5: Examples of gateway and node intersection treatments

Source: NACTO Global Street Design Guide

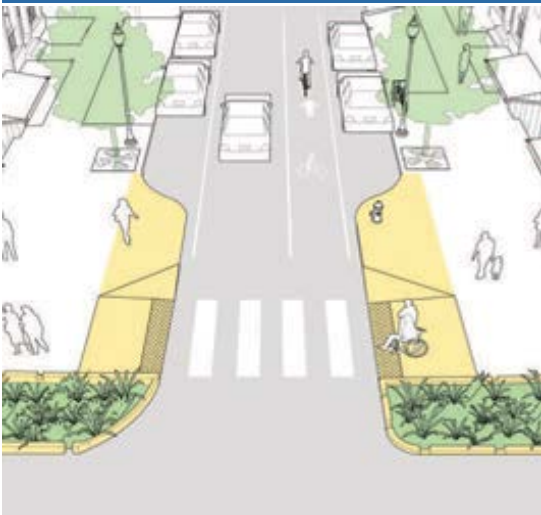
Corner Bump-Outs

At street corners, bump-outs or curb/sidewalk extensions successfully reduce crossing distances at intersections and physically and visually identify an intersection.

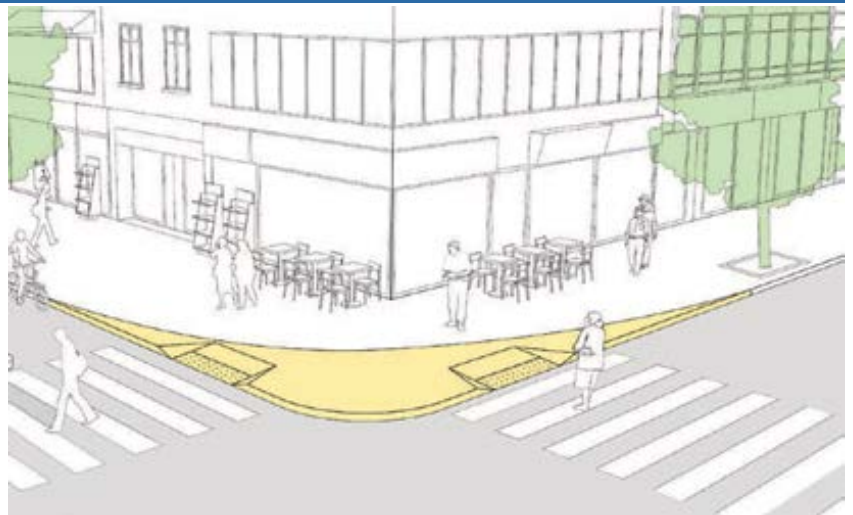
- Where intersection geometry, traffic flows and use of adjoining lands permit, provide corner bump-outs to improve pedestrian comfort and safety;
- For corners where bump-outs are not practical, the use of smaller curb-return radii should be evaluated. Reduced corner radii can achieve many of the above noted objectives; and,
- In addition to reducing crossing distances; increasing visibility, and calming traffic, reclaimed space achieved with corner bump-outs provides more room within the boulevard for waiting areas, curb-side pickup and opportunities to add landscaped areas, site furnishings, public art, or stormwater management features such as bioretention facilities.

Figures 6 & 7: Examples of corner treatments

Source: NACTO Global Street Design Guide



Bump-out scenario



Reduced corner radii scenario

Mid-Block Bump-Outs

Like corner bump-outs, mid-block bump-outs emphasize pedestrian priority and safety; reduce crossing distance and slow vehicular traffic, with the added benefit of creating more direct connections throughout the Downtown. More connections mean more choices for getting around.

Where traffic flows and use of adjoining lands permit, provide mid-block bump outs at all street locations that meet the following criteria:

- Where on-street parking exists at curb edge and can be adopted for bump-out mid-block;
- Where there is no bus stop;
- Where adjacent building uses allow for boulevard expansion into the parking lane;
- Where there is a need to reduce the length of the street block or create better pedestrian circulation; and,
- Where mid-block connections meet the street, provided there are no conflicts with vehicular maneuvering.

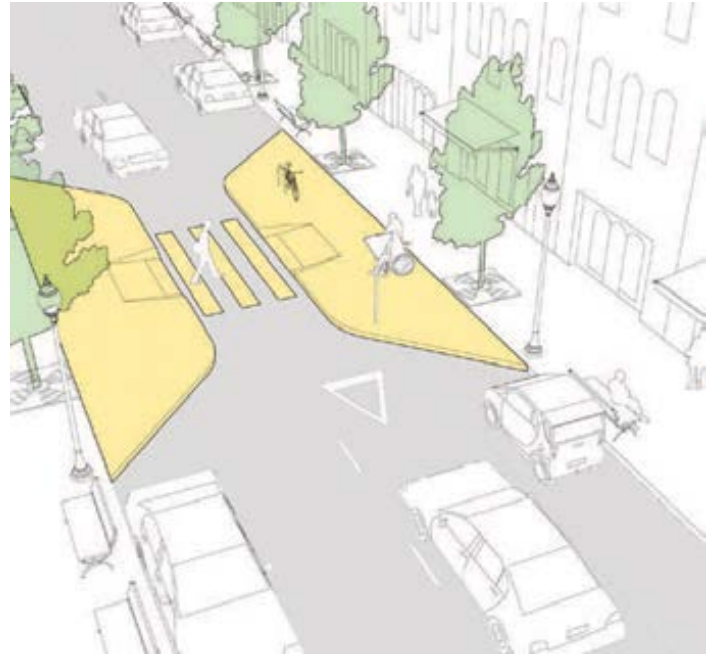


Figure 8: Example of a mid-block bump-out treatment
Source: NACTO Global Street Design Guide

KEY STRATEGIES FOR PEDESTRIAN CROSSINGS:

- Identify a hierarchy of intersections including gateway and node intersections and create design guidelines to make them more comfortable and accessible for pedestrians. For example, the intersection of Brant Street and Lakeshore Road should be identified as a priority intersection for a special treatment that strengthens its importance as a gateway to both the downtown and waterfront;
- Explore opportunities to incorporate corner bump-outs along Brant Street, Lakeshore Road, and within the Mixed-use Commercial District;
- Where corner bump-outs cannot be achieved, reduced corner radii, specific to the intersection type and the existing and planned street context, should be considered;
- Explore opportunities for new mid-block bump-out locations along Brant Street, Lakeshore Road, and within the Mixed-use Commercial District.; and,
- Ensure that alignment for people who are blind or partially sighted is considered when configuring pedestrian crossing

3.3.3. Transit Stops

The location and design of transit stops directly impacts the comfort and attractiveness of transit service. The selection of a transit bus stop location should be guided by the safety and comfort of users, while minimizing the delay to transit service. Where on-street parking is permitted, transit platform bump-outs should be considered to improve transit reliability, travel time and accessibility. These curb extensions align the transit bus stop with the parking lane, allowing the transit vehicle to stop and board transit riders without having to leave and re-enter the travel lane, which reduces traffic interactions. These transit bus stops would be designed as per Burlington Transit's Bus Stop Design Standards and will be based on location and space availability.



Figure 9: Example of a transit bump-out
Source: NACTO Urban Street Design Guide

Selection of transit bus stop locations:

- Spacing between stops should be at least 300m to balance between user access and travel time, though it may vary based on context and transit service design;
- Stops should generally be located at intersections close to a pedestrian crossing;
- Stops should be clear of clutter and unobstructed for boarding and dismounting;
- Signalized intersections are ideal locations for bus stops to allow for safe pedestrian crossings, and to ease the experience of route-transfers; and,
- Mid-block bus stops are recommended only near significant pedestrian generators, and where intersections are far away.

- Transit stop design considerations:
- Safety: location, visibility, lighting, and geometry.
- Accessibility: concrete landing pad connection to sidewalk, minimum 2.0m wide landing pad, maximum slope of 2%, and an accessible turning radius as per AODA standards.
- Amenities and Design: bus stop sign poles, concrete landing pad; compliance with Burlington Transit's Bus Stop Design Standards; and,
- Comfort: shelters for weather protection, coordinated street furniture for waiting passengers, facilitating transfers with transit information and real time display screens for bus arrival information.

3.3.4.Flex Streets - Shared Streets

Flexible (“Flex”) streets provide opportunities to widen the boulevard, allowing more room for pedestrian movement during peak times of the year such as summer months or for public events and festivals. The design elements used for flex streets help control and slow vehicles, allowing for the boulevard and parts of the roadway [typically on-street parking lanes] to read as one space and adapt to a variety of conditions. Key components of flex streets include, but are not limited to, the use of bollards, flexible on-street parking configurations, pavement materials and modified curbs.

Shared streets are similar to flex streets but are designed and intended to provide pedestrians with more freedom of movement such that they become the dominant user. Vehicular transportation is “controlled” through reduced lane widths, generous sidewalks and clearly delineated open spaces. The key difference between flex and shared streets is using a curb-less street environment, which places all users and elements of the streetscape on one plane, allowing for unrestricted movements of pedestrians between the boulevard [pedestrian zone] and roadway [shared zone]. As with flex streets, a key component of shared streets is the strategic use of distinguishing pavement materials, bollards and other elements. These design elements increase safety for vulnerable users, as they inherently require that vehicles move slowly through them.

Flex and Shared Streets may be appropriate in urban contexts that experience, or are planned to support, higher pedestrian volumes and lower vehicle volumes and speeds.



KEY STRATEGIES FOR FLEX/SHARED STREETS:

- Explore the opportunity for a shared street design on the segment of Brant Street between Ontario and Elgin Streets. This core section of Brant Street has high pedestrian flows and is often closed for special events and festivals. The entire space could become accessible and barrier free through a curb-less design, which would allow for temporary and seasonal traffic closures and support the use of this key node as a grand plaza connecting Civic Square to the ‘Elgin Promenade’;
- Explore the opportunity to convert all or parts of Lower Brant Street to a flex street and/or shared street; and
- Explore other opportunities in the Downtown to develop flex and/or shared streets – streets with narrower right-of-way widths such as Pine Street.

3.3.5. Tree Planting

Street trees make up the clear majority of the municipally owned urban forest and provide incredibly important and measurable benefits that are vital to the overall health of our community. Successfully establishing and maintaining the urban forest requires careful planning and foresight. Innovative technologies are making the challenge of growing large, healthy street trees in highly urbanized areas feasible.

As the downtown streetscape is redeveloped, street tree planting will play a prominent role. Planting design will be implemented as per municipal and industry best practices and follow the City of Burlington’s Tree Planting Guidelines.

In general, the goal is to plant the largest tree for the available above ground space, while looking at all constraints including, but not limited to, overhead restrictions, soil composition, soil volume, and visibility.

Species Selection

- Street trees need to withstand tough conditions and be tolerant of drought, salt, wind, and soil compaction;
- Species selection shall consider required offsets, potential conflicts, maintenance requirements, and the existing and planned site conditions;
- Above ground and below ground conflicts will also inform appropriate species choices; and,
- Species will be chosen based on their ability to thrive in urban conditions, their status as native or non-invasive, and their ability to contribute to the diversity and resiliency of the City’s urban forest.

Soil Volume

- Minimum required soil volumes will range based on tree species and planting layout. For preliminary design purposes, anticipate a typical minimum of 30m³;
- Minimum soil volumes will be achieved by utilizing adequately sized trench planting installations, structural soils, breakout zones, or structural soil cell technology throughout the downtown; and,
- In hard surfaced urban areas, structural soil cells will be required. Structural soil cells can be configured to accommodate almost any space and contribute to our resilient urban forest by providing a space for adequate volumes of soil that are protected from compaction.

For additional information refer to the City's Tree Planting Guidelines.

Tree Placement

- Tree spacing will vary depending on the desired size and form of the tree species at maturity;
- The species of trees chosen will inform plant spacing and soil volume;
- Trees will be planted in the Furnishing Zone to ensure the Clear Path Zone is maintained; and,
- Trees will not be planted where they may impede visibility at intersections and crosswalks.

KEY STRATEGIES FOR TREE PLANTING:

- Recommended street trees will be context-sensitive and based on the size, form, and canopy coverage desired within each of the Character Areas; ensuring diversity of species along the streetscape.



3.3.6.Planting

Planting beds, open tree pits, rain gardens, raised planters and trenches present additional opportunities for vegetation and bioretention facilities throughout the downtown. While movable planters and hanging baskets can add an infusion of colour and an additional layer of visual interest to the streetscape using annuals.

- Green infrastructure such as bioswales, planting beds, rain gardens, raised planters and connected tree pits and trenches are permitted within the Edge and Furnishing Zones to ensure that the Clear Path Zone is maintained for safe pedestrian flows;
- Along retail streets, the Marketing Zone may contain movable planters; and
- Planting material should be chosen for its ability to withstand the climate, visual interest throughout the year, and for ease of maintenance.

Left: Integrated bench design; centre: movable planters; right: hanging baskets

KEY STRATEGIES FOR PLANTERS:

- Explore opportunities to add planting throughout the downtown in locations where sight lines are not restricted.
- Collaborate and partner with the Downtown Business Association on annual planting, maintenance and hanging basket programs.



Left: Integrated bench design; centre: movable planters; right: hanging baskets

3.3.7. Stormwater Management

Stormwater management allows us to minimize flooding risks in our city. There is opportunity to feature Low Impact Development (LID) stormwater management designs and mitigation measures into the reconstruction and renewal of the downtown streetscape. LID design concepts for on-site infiltration include the use of bioretention facilities, permeable pavers, and utilizing stormwater to irrigate tree pits.

The Downtown Stormwater Quality Control Plan is a program that will help to inform where and how best to utilize techniques to improve stormwater quality with a treatment train approach, ensuring cleaner water reaches Lake Ontario.

KEY STRATEGIES STORMWATER MANAGEMENT:

- Explore the opportunity to use stormwater from sidewalk to passively irrigate street trees and planting areas using open tree pits, permeable pavers, and trench drain systems [with inlet valve controls to ensure trees are not inundated with salt during thaw periods]; and
- Explore the opportunity to use corner bump-outs and planting areas that utilize trenches as bioretention facilities collecting, cleansing and infiltrating stormwater run-off from the adjoining streets.



Examples of Low Impact Development techniques within the Furnishing and Edge Zones

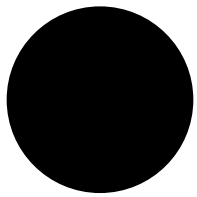
3.3.8.Colours & Finishes

A unifying colour ties all elements together and allows the richness of the built environment to take centre stage, highlighting existing architectural heritage and diverse storefronts. All metal components within the Downtown furnishings selections shall be painted with a glossy black finish except for furnishings along Lakeshore Road between Maple and Burlington Avenues, which will be painted grey.

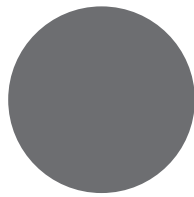
Lakeshore Road has a unique character defined in part by its relationship to the waterfront. Past streetscape design schemes have included grey painted streetlight poles and fixtures. The DSG proposes that these streetlights be maintained and expanded upon by painting all streetscape elements along Lakeshore Road between Maple and Burlington Avenues grey.

To align with the above Design Principles, the DSG also recommends the use of wood for bench seats and other complimentary streetscape components such as waste receptacles.

DOWNTOWN FURNISHING COLOURS + FINISHES:



Unifying Black



Lakeshore Grey



Wooden Well-Being



3.3.9.Lighting

Lighting can be a defining feature of any street to create a unique identifier and contribute to its character and sense of place.

- Light standards should maintain a pedestrian scale with fixtures that are four to five metres in height above the ground plane. Where taller light standards are necessary, poles should be used for placement of pedestrian-scaled light fixtures positioned over the boulevard;
- Light poles and fixtures should be placed on centre in either the Edge or Furnishing Zones and never obstruct the pedestrian Clear Path Zone;
- Spacing will vary to achieve the appropriate level of lighting for the area based on right-of-way widths and functional design considerations, and will require verification by a qualified electrical engineer at the time of detailed design;

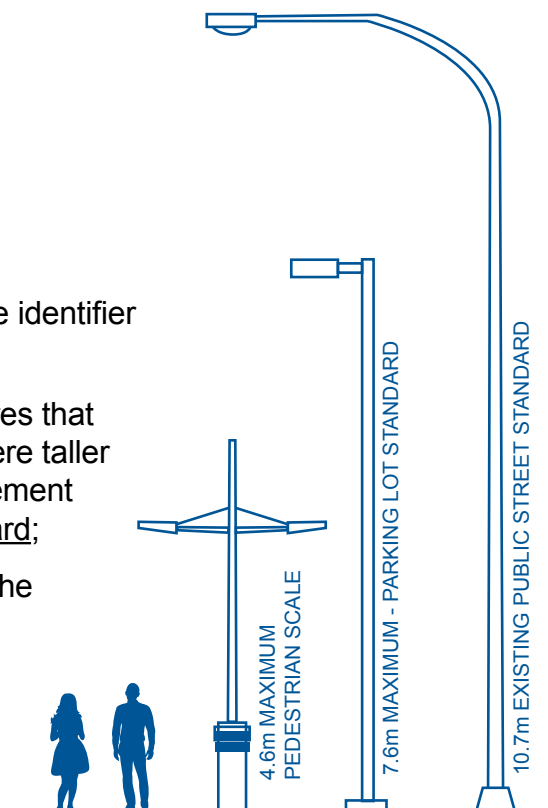


Figure 10: Pedestrian-scaled lighting – defines the street as a space for people

- If necessary, light fixtures may be installed on traffic signal poles to ensure that the intersections are adequately lit; and,
- Light poles on character streets should be prioritized to accommodate and support accessories such as banners, hanging baskets, irrigation for baskets, signage and electrical outlets for events, and to reduce the number of poles within the streetscape. Where feasible, strapless accessories or mounting straps to match the colour of the poles should be used to enhance the visual quality of the streetscape.

For additional information refer to the City's Street Lighting Specifications and Design Manual.



3.3.10. Public Art & Culture

To further reflect on the local history and cultural heritage of the Downtown, the DSG supports opportunities to incorporate public art for beauty, interest, animation and weather protection as part of the streetscape.



- Promote functional public art through customized site furnishings including, but not limited to, benches, bike racks, bus shelters, fencing, waste receptacles and tree grates that comply with the design principles and guidelines of this document;
- Incorporate temporary and permanent public art installations into the streetscape. The Furnishing Zone and portions of pedestrian crossings may provide adequate space for such installations; and,
- Provide supporting infrastructure to install art that can illuminate otherwise dark urban areas and plazas, or locations not suitable for street trees or plantings.

3.3.11. Boulevard Treatments

High-quality materials are both attractive and economical over the long term. They will last longer and better withstand the impacts of heavy urban use and climate. A palette of high-quality materials for downtown streets will redefine the public realm. The DSG proposes a simplified palette of colours, paving materials and patterns for all Downtown boulevards.



Concrete Paving

The use of concrete is practical from both an economical and functional perspectives and provides a uniform and universally accessible surface.

- All Clear Path Zones are to be made of cast-in-place concrete with a broom finish to ensure a safe, comfortable and universally accessible surface treatment.

Concrete Unit Pavers

Precast concrete unit pavers are utilized as a visual feature element in the streetscape. These pavers provide a comfortable pedestrian environment and help with accessibility and wayfinding. Unit pavers provide an added benefit of being easily removed and reset if required.

- Precast concrete unit pavers should be used in the Furnishing Zones along Brant Street, Lakeshore Road, and within the Mixed-use Commercial District, where feasible;
- Unit pavers should be overlaid on a solid concrete base to avoid uneven heaving; and
- Must comply with the City of Burlington Accessibility Design Standards [flush, narrow grout line, no chamfering, etc.]



KEY RECOMMENDATIONS FOR BOULEVARD TREATMENTS:

PAVING MATERIALS

	Lower Brant Street & Lakeshore Road	Mixed-use Commercial District	Residential Districts
Clear Path Zone	Concrete (no colour, no pattern) Min. 1.8m (6') wide	Concrete (no colour, no pattern) Min. 1.8m (6') wide	Concrete (no colour, no pattern) Min. 1.8m (6') wide
Furnishing Zone	Unit pavers; where there are street trees Min. 1.2m (4') wide	Unit pavers; where there are street trees Min. 1.2m (4') wide	Soft paving (grass, mulch, sod) Min. 1.2m (4') wide
Edge zone	Concrete (no colour, no pattern); saw cut joints offset from back of curb Typ. 0.4m wide	Concrete (no colour, no pattern); saw cut joints offset from back of curb Typ. 0.4m wide	Concrete (no colour, no pattern); saw cut joints offset from back of curb Typ. 0.4m wide

3.3.12. Streetscape Elements

A common suite of streetscape furnishings will provide a unique identity for the Downtown as well as each of its Character Areas. The DSG recommends a consistent and simple approach to furnishings to balance built heritage with new downtown developments, while the deliberate placement of furnishings will encourage safer and more comfortable pedestrian circulation. The Downtown streetscape furnishings include benches, bollards, bicycle infrastructure, lighting, and waste receptacles.

- All streetscape elements should be placed in the Furnishing Zone to allow for an uninterrupted Clear Path Zone, except for benches in the Marketing Zone and road safety elements such as parking metres, sign, street and traffic light poles in the Edge Zone, where the street geometry does not have enough space to allow for a Furnishing Zone; and

- Streetscape furnishings should be placed a minimum of 0.6m from the curb side of the Furnishing Zone, including benches, bollards, bus shelters, bike racks, and waste receptacles.

Bollards

- Bollards should be used where deemed appropriate to separate pedestrian zones from potential conflicts
- Bollards may be used to close off and delineate flex and shared streets for seasonal uses and during special events and festivals that share the street;
- Spacing between bollards should provide at least 1 metre of clear width to meet minimum accessibility requirements but never be wider than 1.5 metres to protect against the minimum width of a vehicle; and,
- Designs should avoid linking bollards with chains or ropes.

Seating

- Where feasible, seating to be spaced 30m apart to improve the accessibility of streets and promote an age-friendly downtown;
- Place benches a minimum 0.6m from back of curb;
- Benches should be located under tree canopies where possible to provide shade and comfort;
- Benches shall be accessible;
- Informal seating [e.g. low walls, temporary or permanent art installations] may also be incorporated into other elements in the Furnishings Zone such as tree pits or raised planter edges;
- Where seating is oriented parallel to the curb, it should face toward buildings when located in the Furnishings Zone, or away from buildings when located in the Marketing Zone;
- Where space permits, benches in the Furnishing Zone should be perpendicular to the curb;
- In corner bump-outs, benches should be organized to create social spaces;
- Seating incorporated into building forms, such as seatwalls, may be used as an alternative to free-standing benches;



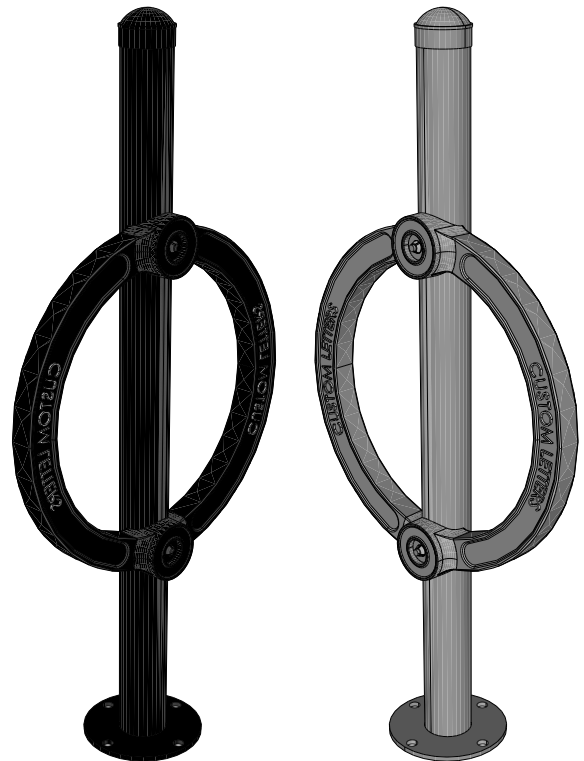
- Where locations provide a visual connection to a landmark or other amenity, it may be appropriate to vary from these guidelines to take full advantage of a street's setting. For example, seating may be oriented towards a view or vista, rather than towards a street when doing so would provide an additional amenity; and,
- Wooden bench seats promote use during all four seasons. For example, wooden seats provide a warmer material for users in the autumn and winter, especially when facing south to capture sunlight, while also providing a cooler surface in the spring and summer whereas metal can get very cold or hot depending on the season.

Bus Shelters

- Bus shelters to be placed within the Edge and Furnishing Zones;
- Placement and size of bus shelters must comply with applicable AODA standards;
- Consider provision of heated shelters for winter weather protection;
- Ensure design and location does not obstruct sightlines for oncoming vehicular traffic;
- Consider provision of real time display screens for bus arrival information; and
- Design bus shelters for ease of snow-clearing and to minimize ice hazards.

Bike racks

- Provide at regular intervals throughout the Downtown;
- Where possible, bike racks should be placed near lighting;
- Bike racks shall not be placed within 1.8m of a tree;
- The traditional post-and-ring design is preferred as larger bike racks impede pedestrian movements and snow clearing; and,
- Should never be placed where a bicycle would impede the pedestrian Clear Path Zone.



Waste receptacles

- Waste receptacles should be placed at regular intervals throughout the downtown;
- Placement should maintain minimum setbacks from other furniture and tree pits of 0.9m and 0.3m respectively; and,
- Where possible incorporate repositories for cigarette butts and pet waste.





Typical square tree grate to be used in the Furnishing Zone



Expandable tree grate

Tree Accessories

Tree grates and guards shall be provided only where young trees are planted in spaces where they may be vulnerable to damage, or where a natural surface planting area is not appropriate. Requirements for these accessories will be accessible and be determined on a case-by-case basis.

- Tree grates must be compliant with the appropriate AODA regulations;
- Where tree grates are deemed necessary, generally within the furnishing zone surrounded by hardscape, expandable grates will be required;
- Grates should provide inlets, openings or be designed to incorporate the provision of tree aeration and irrigation, and electrical outlets; and,
- Where applicable, tree grates shall match tree drains.

KEY STRATEGIES FOR STREET ELEMENTS:

- Remove all unnecessary elements not specified in this document;
- Use only furnishings that meet the design guidelines outlined in this document;
- Adhere to furnishing placement criteria set out in this document; and,
- Explore the use of multi-stream waste receptacles, including designs with built-in cigarette butt disposal and pet waste, where appropriate throughout the downtown.

3.4. Character Areas (Streets & Districts)

The DSG organizes the downtown into the following Character Areas:

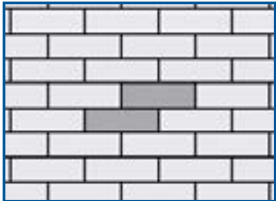
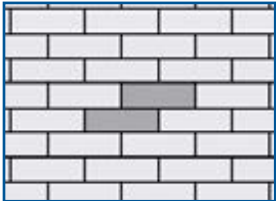


Lower Brant Street

Brant street's character as a main street and spine of the Downtown has been well established. Within the study area this is most notable as it changes from a traditional main street in the historic core to a conventional arterial corridor – north of Caroline Street – the result of development patterns, land uses and public right-of-way widths. Brant Street is at its narrowest in this 'lower' segment, which contributes to its walkability and pedestrian appeal supported by the existing built form character, active edges, on-street parking, street trees, pedestrian-scaled lighting, and an elaborate paving scheme. For the DSG, Lower Brant Street is deemed to be special and celebrated as a Character Street. The paving and furnishing recommendations intend to reinforce this notion.



RECOMMENDATIONS FOR LOWER BRANT STREET

PAVING MATERIALS				
	Marketing	Clear Path	Furnishing	Edge
<u>Hardscape Materials</u>	Concrete paving	Concrete Paving	Concrete unit pavers	Barrier or modified curbs
<u>Score pattern</u>	Scored (saw cut) in a 1.5m rectangular pattern.	Scored (saw cut) in a 1.5m rectangular pattern.		
<u>Laying pattern</u>	Running Bond		Running Bond	
				

FURNISHING SELECTIONS *A functional public art alternative is encouraged for all furnishing selections.

Bench



Bollard



Lighting



Waste



Bike Rack



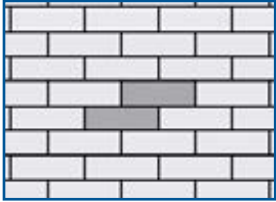
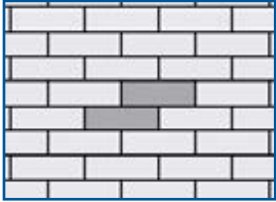
Lakeshore Road

In the Downtown, Lakeshore Road runs parallel to the shoreline from Maple Street to Smith Avenue and plays a critical role in connecting the waterfront lands to the rest of the Downtown. The lands south of Lakeshore Road include key city assets such as Discovery Landing, Spencer Smith Park, the waterfront promenade, and the Brant Street Pier. The intersections of Lakeshore Road and Maple Avenue, Brant Street, and Smith Avenue are important gateways to the Downtown and provide a sense of arrival and an opportunity for unique identifiers. Lakeshore Road is also a key transit corridor.



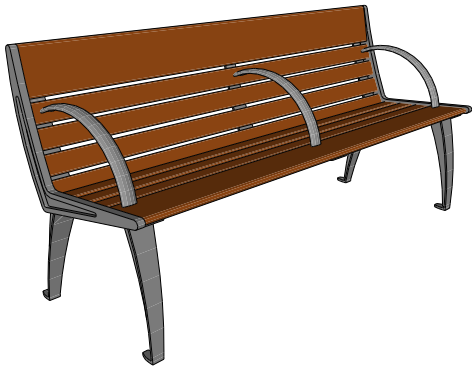
RECOMMENDATIONS FOR LAKESHORE ROAD

PAVING MATERIALS

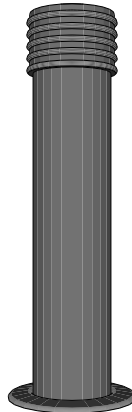
	Marketing	Clear Path	Furnishing	Edge
<u>Hardscape Materials</u>	Concrete paving	Concrete Paving	Concrete unit pavers	Barrier or modified curbs
<u>Score pattern</u>	Scored (saw cut) in a 1.5m rectangular pattern.	Scored (saw cut) in a 1.5m rectangular pattern.		
<u>Laying pattern</u>	Running Bond 		Running Bond 	

FURNISHING SELECTIONS *A functional public art alternative is encouraged for all furnishing selections

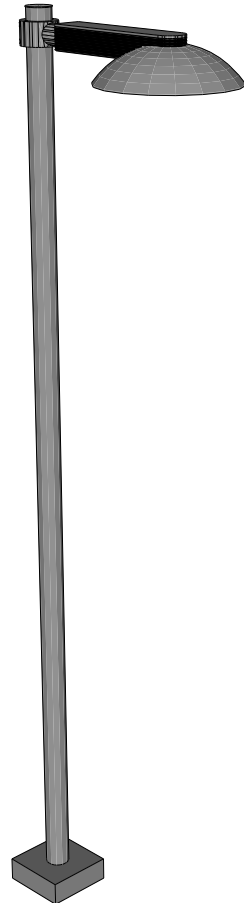
Bench



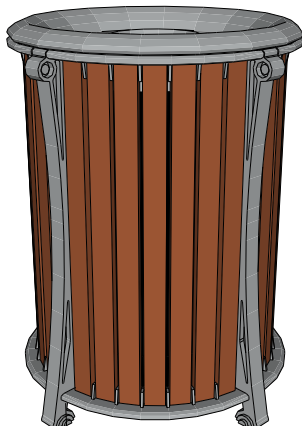
Bollard



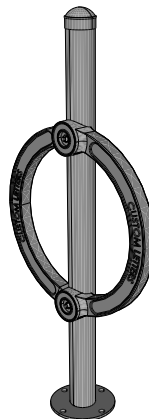
Lighting



Waste



Bike Rack



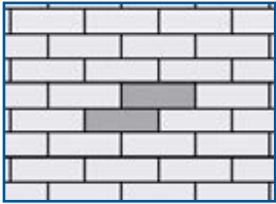
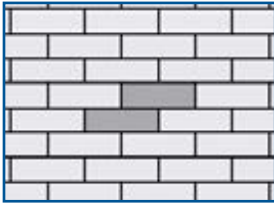
Mixed-Use Commercial District

Bisected by Lower Brant, the Mixed-Use Commercial District includes Brant Street between Caroline and Ghent, Lakeshore Road between Burlington and Smith Avenues and extends westerly to include Locust Street and parts of Ontario Street and Elgin Street, and easterly to include parts of Caroline, Maria, John, Elizabeth, Pearl, Martha, James, and Pine Streets as well as Old Lakeshore Road. This area offers a mix of uses including cultural, entertainment, residential, and commercial retail. It includes key transit access to the Downtown via the John Street transit station and features Village Square and its unique character.



RECOMMENDATIONS FOR THE MIXED-USE COMMERCIAL DISTRICT

PAVING MATERIALS

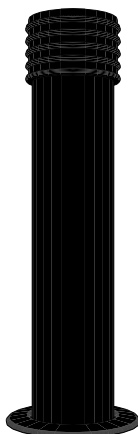
	Marketing	Clear Path	Furnishing	Edge
<u>Hardscape Materials</u>	Concrete paving	Concrete Paving	Concrete unit pavers	Barrier or modified curbs
<u>Score pattern</u>	Scored (saw cut) in a 1.5m rectangular pattern.	Scored (saw cut) in a 1.5m rectangular pattern.		
<u>Laying pattern</u>	Running Bond 		Running Bond 	

FURNISHING SELECTIONS *A functional public art alternative is encouraged for all furnishing selections

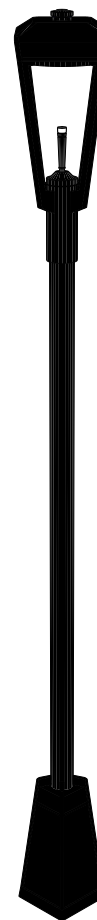
Bench



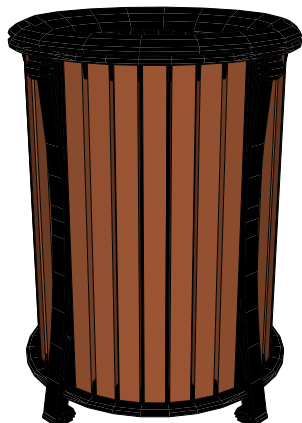
Bollard



Lighting



Waste

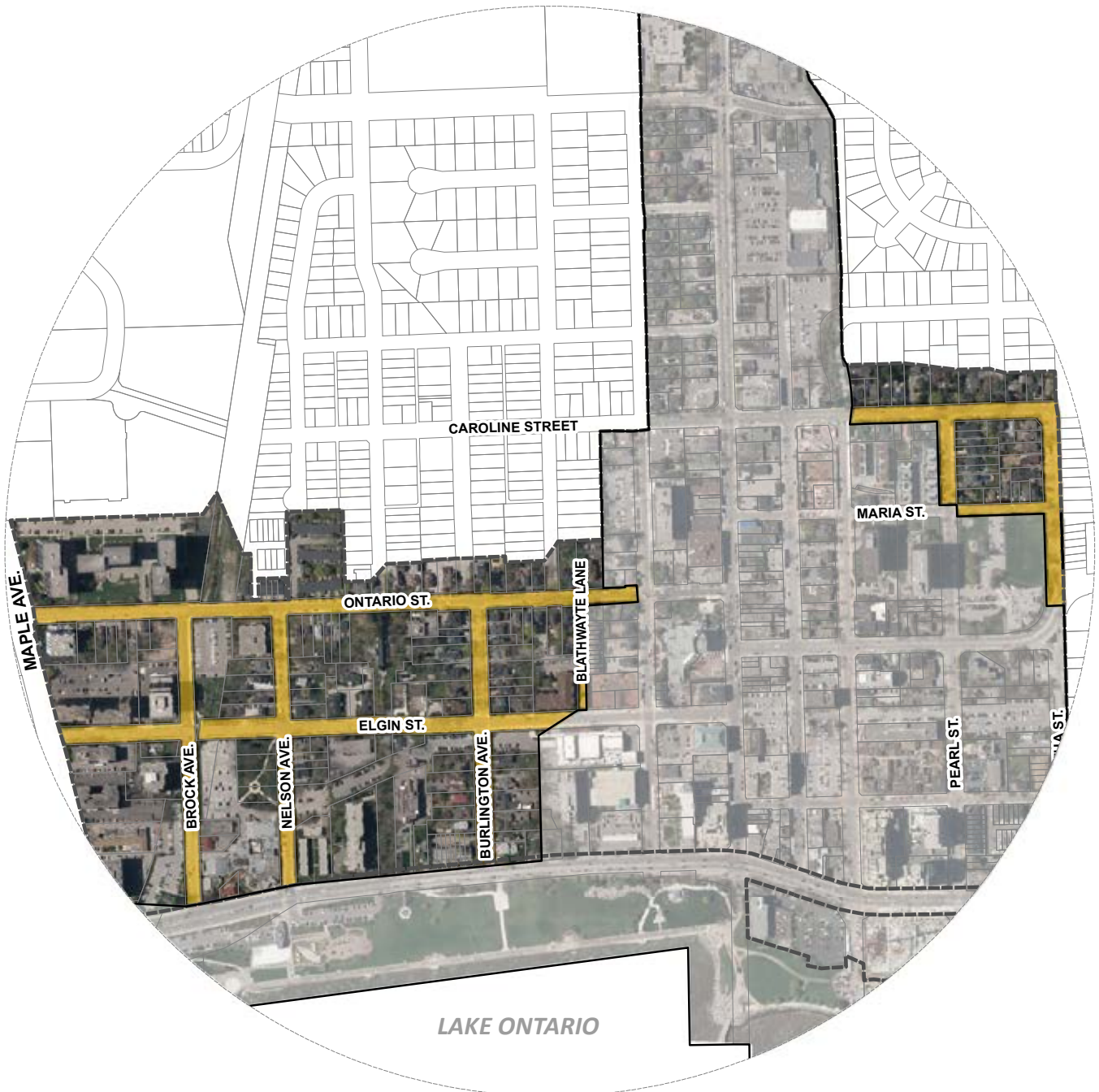


Bike Rack



Residential Districts

The areas within the established neighbourhoods of St. Luke's and Emerald and the higher density housing on the fringes of the historic core makeup the Residential Districts. In most cases, these streetscapes add to the Downtown's overall character and sense of place. These city blocks are narrow, and traffic moves slowly, providing residents with a short walk and easy access to the downtown and all its offerings. With limited development potential within this district, the recommended furnishings and materials intend to conserve the established residential quality and heritage character of these neighbourhoods, whilst complimenting Lower Brant Street as a key Character Street.



RECOMMENDATIONS FOR RESIDENTIAL DISTRICT STREETS

PAVING MATERIALS

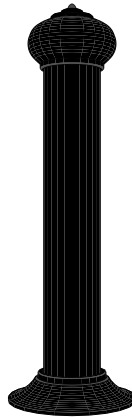
	Marketing	Clear Path	Furnishing	Edge
<u>Hardscape Materials</u>	NA	Concrete Paving	N/A	Barrier concrete curbs

FURNISHING SELECTIONS *A functional public art alternative is encouraged for all furnishing selections

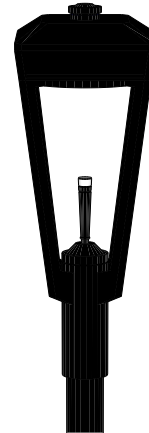
Bench



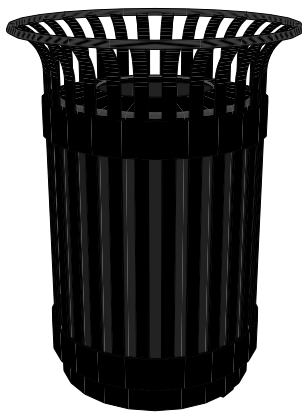
Bollard**



Lighting



Waste**



Bike Rack**



****These furnishing selections will be limited on streets with adjacent low density residential land uses**

4. IMPLEMENTATION

4.1. Updated Streetscapes

The implementation of the DSG will occur gradually over time through either one or both of the following instruments:

Private Sector Development

New developments in the downtown will require streetscape improvements and may require enhanced streetscape elements through negotiated public realm improvements

Public Sector Development

Downtown public realm improvements will be planned and implemented in accordance with the capital investment and budget framework, and aligned with the city's approved Asset Management Plan. The timing of implementation will be coordinated with public space improvements and other road right-of-way works with consideration of funding, available resources, and prioritization of other city projects. A complete list of all forecasted street-related capital improvements is published annually in the 10-year capital budget and forecast.

4.2. Downtown Streetscape Implementation Team

The City will establish a multi-disciplinary interdepartmental staff working group that will be responsible for the design, review, and implementation and monitoring of all public sector streetscape improvements. This group will also be responsible for identifying implementation opportunities and providing advice to the capital budget committee on public realm investments related to infrastructure, public service and transportation facilities throughout the downtown. Operational impacts to budgets must also be presented for consideration as part of any implementation strategy. The team will be coordinated jointly by the Departments of Community Planning and Transportation Services and meet at least once a quarter [and more frequently as required]. This team should include representation from Arts and Culture, Asset Management, Roads, Parks and Forestry, Parking Services, Site Engineering, Sustainability, Traffic Services, Transit, Transportation Planning – Functional Design, and Urban Design as well as the City's Accessibility Coordinator Design and Construction, Stormwater Management.

For private sector development applications, streetscape plan review will occur through established planning processes such as site plan approval.

Accessibility for Ontarians with Disabilities Act [AODA]

There is a legislated requirement through the AODA Design of Public Spaces Standards to seek public consultation on specific accessibility aspects regarding the design of outdoor public spaces.

People living with disabilities can provide valuable input to designers and decision-makers regarding their diverse needs, identify potential barriers in proposed design and provide insight on how to remove existing barriers in the built environment.

As stated in the legislation, the city is required to consult with the public, people with disabilities and the Burlington Accessibility Advisory Committee when constructing new or redeveloping existing rest areas in the exterior path of travel, exterior paths of travel, on-street parking, recreational trails, and outdoor play spaces.

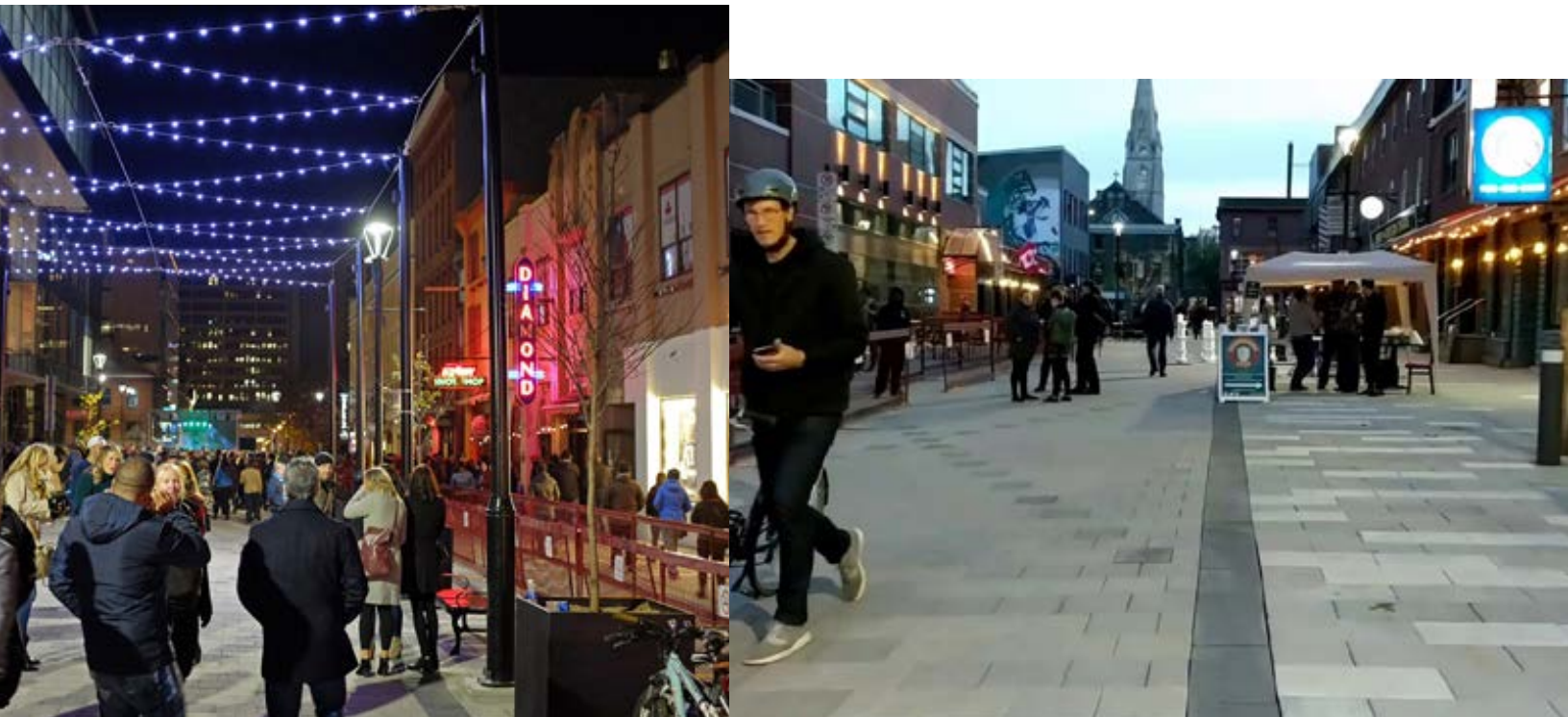
With respect to the DSG an exterior path of travel is a sidewalk or walkway intended to provide a functional route from Point “A” to Point “B” and is usually not intended to provide a leisure experience. The city will seek input on the design and placement of rest areas along exterior paths of travel. On-street parking refers to parking spaces that are located on a street or roadway rather than in a separate parking lot area. It most often consists of parallel parking. The city will seek input on the need, location and design of accessible on-street parking spaces.



4.3. Transition

Implementation of the DSG is a long-term plan. In the interim, opportunities for low cost treatments can be explored to help transition the downtown streetscape to its long term desired state. This reinforces the asset management goal of an optimized replacement schedule and maximizes investment value.

The Downtown Streetscape Implementation Team will identify such opportunities on a case-by-case basis and seek alignments where possible with other initiatives in the downtown. Other strategies will include seeking available grants and funding from upper levels of government to accelerate implementation of the DSG.



From pilot to permanent: shared street in Halifax; Argyle Street
Opposite page: demonstration of the shared street concept during the pilot period; Above right and left: Argyle Street (post-construction) as transformed from a conventional street to a shared street that prioritizes pedestrians through its design.

GLOSSARY

Accessible	Describes the design of street or portion thereof or streetscape elements that complies with the City of Burlington Accessibility Design Standards [ADS].
Bioretention Facilities	Refers to a concave landscape area that allows stormwater runoff from impervious urban areas such as roofs and sidewalks to be absorbed. This reduces the rainwater runoff by allowing stormwater to soak into the ground.
Boulevard	The boulevard is the area between edge of the curb and the front property line or building face.
Green infrastructure	Natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as storm water management systems, street trees and permeable surfaces.
Pedestrian Scale	The proportional relationship of the physical environment to human dimensions, acceptable to public perception and comprehension in terms of the size, height, bulk, and/or massing of buildings or other features of the built environment.
Infrastructure	Physical structures [facilities and corridors] that form the foundation for development. Infrastructure includes: sewage and water systems, septic treatment systems, stormwater management systems, waste management systems, electric power generation and transmission, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.
Living assets	Natural and human-made elements that provide ecological and hydrological functions and processes. Living assets can include streetscape elements such as street trees and may include green infrastructure assets such as bioswales and rain gardens.
Permeable Pavers	A pavement surface consisting of strong structural materials having regularly interspersed void areas which are filled with pervious materials, such as sod, gravel or sand, but not including traditional interlocking concrete pavers or pavers that are not specifically designed to increase infiltration.
Public Realm	All spaces to which the public has unrestricted access, such as streets, parks and sidewalks. Refers to spaces under City ownership including streets, boulevards, parks, and public buildings and structures.

Public Service Facilities	Land, buildings and structures for the provision of programs and services provided or subsidized by a government or other public body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. Public service facilities do not include infrastructure.
Right-of-Way	The part of the street that is publicly owned and lies between the property lines.
Roadway	The space between the two boulevards that can be designed to carry various modes of transportation and their ancillary facilities.
Structural Soil Cell	Refers to modular plastic or steel units designed to support loads to prevent compaction of soils. Each unit is connected to create a trench/ area where the tree roots can grow. They are to be placed in and around the root ball of a tree.
Stormwater	Rainwater from ground surfaces, roads, roofs, paved areas etc. and usually carried away by drains. It is further defined as storm runoff, snowmelt runoff, or surface runoff and drainage.
Stormwater Management	Stormwater management is the mechanism for controlling stormwater runoff rate and quantity for the purposes of reducing downstream erosion, water quality degradation, and flooding and mitigating the adverse effects of changes in land use on the aquatic environment.
Transportation Facilities	Includes roads, bike lanes, sidewalks and multi-use paths.

APPENDIX A

The following conceptual designs demonstrate the streetscape plans for each character area where the existing street design would allow for the minimum recommended widths (for the Clear Path, Furnishing, and Edge Zones).

Typical Lower Brant Streetscape



Typical Lakeshore Road Streetscape



Typical Mixed-Use Commercial District Streetscape



Typical Residential Districts Streetscape





Date: May 4th, 2021

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

RE: April Activities for By-Law Enforcement Department.

Please see the below information for the month of April activities for this department.

Operational Constraints

- Stay at Order in place until May 20th.
- 1 RL Square meter damaged from winter snow removal.

April 2021

Animal Pound Statistics

Impounded Dogs	1
Impounded Cats	0
After Hours Visits	6
Total Shelter Visits for Month	18

Monthly Parking Statistics

Tickets for Month	1
Ticket by OPP	0
Monthly Total	0
Yearly Total Issued	110

Daily Activities completed by By-Law Officers.

- Animal Pound Activities.
- Pawn Shop Visits.
- Checking Parking Equipment (Repairs/Maintenance to Meter Equipment).
- Garbage Collection Issues.
- Parking Enforcement (Fire Lanes, Handicap Zones, Calendar Parking, Parking Lots, Downtown Core).
- Fine Box Collections & Ticket Processing.

Other Duties Completed by By-Law Officers

- Month End Office Reports.
- OPP Monthly Parking Stats.
- Weekly Mileage for Civic Centre Vehicles.
- Emergency Management COVID-19 Response.
- Emergency Management 2021 Compliance Begun.
- Operation Walleye Full Scale Exercise Meetings.
- OFMEM PEOC Calls Twice per Week.
- Amethyst Sector (Emergency Management) CEMC Bi-Weekly Calls.
- NWHU Vaccination Task Force Meetings Weekly.
- JHSC Activities & Monthly Inspections.

- Monthly Activities Reporting to PDEC.
- OFMEM EEPMO Project Meetings.
- Business License Renewals Ongoing.
- OAPSO Fall Chapter Meeting Planning
- Maintain/Attend Town Vehicle's in Parking Lot (Civic Centre).
- Website Updates.
- Snowmobile Set Fines with Province.

Occurrence Type (Complaints & Information)	Calls for Service/Complaints
Fireworks	1
Parking	1
Animals	4
Business Licensing	18
Property Standards (Includes Landlord/Tenant)	14
Taxi	6
Sign Permits (Includes Inquiries)	4
Moving Permits (Includes Inquiries)	4
Retail Holiday Act	8
Heavy Trucks	2
Waste Management (Includes Asselin Forms)	10
Fences	6
COVID Legislation/Vaccination	8
OPP Call Outs/Questions	1
Building Code/Zoning Issues (Includes Tents, Trailers, etc).	2
Cannabis	3
Noise Issues	1
TOTAL CALLS FOR SERVICE	93

Respectfully submitted,

Original Signed By

Patrick Briere, CMM III, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
PH: 1-807-274-5323 ext. 1218
pbriere@fortfrances.ca