



STAFF REPORT Planning

Title: City of Waterloo – Urban Design Manual Refresh – Phase One: General Amendments
Report Number: IPPW2021-032
Author: Max Kerrigan
Meeting Type: Council Meeting
Council/Committee Date: June 28, 2021
File: UDM Refresh
Attachments: Schedule 'A'
Ward No.: City Wide

Recommendations:

1. That IPPW2020-032 be approved.
2. That Council adopt the Phase One General Amendments to the City's Urban Design Manual as set out in Schedule 'A' to IPPW2021-032.

A. Executive Summary

The City's Planning Division has initiated a process to update / "refresh" the City's Urban Design Manual (2009) (the "UDM"). The update / "refresh" will occur in two phases: (i.) Phase One is quick wins, amending the UDM to better implement the City's Strategic Plan, incorporate approved strategies and plans such as the Uptown Public Realm Strategy, update references to align with current standards (e.g., City of Waterloo Accessibility Standards 2016), and advance minor amendments related to exterior design; and (ii.) Phase Two is a comprehensive review and update of the UDM, including reformatting for simplicity and ease of use.

With respect to the City's Strategic Plan, the UDM is amended to incorporate new strategic objectives relate to the themes of equity and inclusion, environmental stewardship, sustainability, and safety.

The City of Waterloo is committed to a high standard of urban design. This commitment is reflected in the City's Official Plan policies and objectives, its urban design standards / guidelines, and investment in the public realm and public spaces. At the broadest level, the City's urban design policies establish the primary design objectives and priorities for the City, which are further defined and implemented through the City's

2 Integrated Planning & Public Works

Urban Design Manual and other implementation mechanisms such as the Zoning By-law. The UDM is a consolidated set of City design principles, standards, guidelines, technical requirements, and reference materials.

The UDM was prepared for use by staff, Council, the development industry, external agencies and committees, and the general public.

Adopted in 2009, the UDM has and continues to play a critical role in the development review process and for select public realm improvement projects, but it is time for an update / “refresh” to better reflect the City’s strategic objectives, contemporary urban design principles, industry best practices, innovations in building designs, and an evolving local context.

IPPW2021-32 primarily updates language references that are outdated, incorporate new references to better implement the City’s Strategic Plan, and advances minor amendments related to, but not limited to:

- Zoning By-law 2018-050;
- exterior design (e.g., façade and building material innovation);
- high order transit station area planning; and,
- the Uptown Public Realm Strategy.

The proposed amendments are detailed in Schedule ‘A’ of this report.

B. Financial Implications

None.

C. Technology Implications

None.

D. Link to Strategic Plan

(Strategic Objectives: Equity, Inclusion and a Sense of Belonging; Sustainability and the Environment; Safe, Sustainable Transportation; Healthy Community & Resilient Neighbourhoods; Infrastructure Renewal; Economic Growth & Development)

(Guiding Principles: Equity and Inclusion; Sustainability; Fiscal Responsibility, Healthy and Safe Workplace, Effective Engagement, Personal Leadership, Service Excellence)

The proposed amendments will simplify language to assist in creating a Healthy Community & Resilient Neighbourhoods, be sensitive to goals of Sustainability and the Environment and promote continued Economic Growth and Development.

E. Previous Reports on this Topic

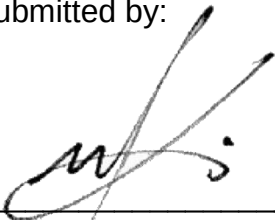
None.

F. Approvals

Name	Signature	Date
Author: Max Kerrigan		
Director: Joel Cotter		
Commissioner: Cameron Rapp		
Finance: N/A		

CAO

Submitted by:

— 

Max Kerrigan, BES, MLA, MCIP, RPP

Senior Development Planner & Urban Designer, Planning Approvals

City of Waterloo

SCHEDULE 'A'

Housekeeping Amendments
Urban Design Manual

Description

To add the UDM Revision date to reflect these housekeeping amendments to the Urban Design Manual

Amendment

No. 1

Comments

NA.

Amendment

Legend: underline = addition / modification to regulation

~~striketrough~~ = deletion to regulation

Add new text to inside front cover as described below.

PROPOSED

1. To add the date of UDM Revisions on the inside front cover:

June 28, 2021 Interim Housekeeping Amendment

Description

To amend various sections of the Urban Design Manual to reflect the Guiding Principles of the City's 2019-2022 Strategic Plan.

Amendment

No. 2

Comments

The following amendments are proposed to align the Urban Design Manual with the City of Waterloo Strategic Plan 2019-2022.

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Section 1.1 Purpose to be modified in Part 1 - Introduction:

PROPOSED

1. To add the following bullet to the start of the list under Section 1.1 Purpose:

- *Meet the strategic objectives of the City of Waterloo as it relates to fostering equity and social inclusion, demonstrating continued leadership in the areas of environmental stewardship and sustainability, advancing safer and low carbon transportation solutions, planning for a robust and diversified economy, and focusing on innovative, healthy, and resilient neighbourhoods and intensification areas.*

2. To remove the following bullet from the list under Section 1.1 Purpose:

- ~~*Implement the City's 2008 Strategic Plan through urban design guidelines that promotes a sustainable city;*~~

3. To amend "City Strategic Plan" bullet under Section 1.6 Context to read:

- *City Strategic Plan: In 2019, the City of Waterloo 2019-2022 Strategic Plan Report was adopted to chart a course towards a collective desired future in the local context. Building on the strong foundation of the 2008 Strategic Plan, the update incorporates expanded guiding principles that include the principles of equity, inclusion, and sustainability. These guiding principles are intended to inform the implementation of the strategic pillars and objectives of the City. The UDM assists in implementing these strategic objectives of the City by incorporating the principles of equity, inclusion and sustainability into the standards, guidelines and requirements herein.*

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Guiding Principles of the City's 2019-2022 Strategic Plan.

Amendment

No. 3

Comments

The following are proposed amendments to language as they relate to the Guiding Principle: **Equity and Inclusion and a Sense of Belonging.**

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Amended Part 2 - General City Design Guidelines, Part 3 – Supplemental Design Guidelines, and Part 4 – Site Plan Review Guidelines as follows:

PROPOSED

1. To add new *Reference* under Section 2.1.1(1) that reads:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*
2. To amend Section 2.1.1(4) to read:
 - *Design sites to promote and facilitate human activity and social interaction for people of all ages and abilities. Encourage courtyards, forecourts, plazas, patios, and other amenity spaces to enliven the public or semi-public realm and to allow convenient access between public and private spaces.*
3. To add new *Reference* under Section 2.1.4(3) that reads:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*
4. To add new *Reference* under Section 2.1.7(1) that reads:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*
5. To amend Section 2.1.7(2) to read:
 - *Design outdoor amenity spaces for maximum human comfort and enjoyment for users of all ages and abilities. Locate in areas with maximum solar gain, provide outdoor seating areas and encourage overhead landscape structures, such a trellises, pergolas, pavilions and porticos that provide shade, urban seating areas and landscape elements.*
6. To amend 'Reference' bullet under Section 2.3.2(1) to read:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*

7. To amend 'Reference' bullet under Section 2.3.2(13) to read:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*
8. To amend 'Reference' bullet under Section 2.3.2(28) to read:
 - *Reference: The City of Waterloo Accessibility Standards (2016) as amended*
9. To amend 'Reference' bullet under Section 2.3.3 Universal Design to read:
 - *Reference: refer to ~~SPRG, City Barrier Free Accessibility Guidelines and Development Manual~~ The City of Waterloo Accessibility Standards (2016) as amended*
10. To amend 'Reference' bullet under Section 2.3.3(1) to read:
 - *Reference: refer to ~~SPRG~~ The City of Waterloo Accessibility Standards (2016) as amended for more information.*
11. To amend Section 2.3.3(5) to read:
 - *Encourage integrated ramp access as an alternative to stair access with surfaces that are age-friendly, and usable by mobility assistance devices including wheelchairs. Architecturally integrate steps and ramps with the building and site design.*
12. To amend 'Reference Tip' bullet under Section 2.3.3(7) to read:
 - *Reference Tip: review ~~SPRG~~ The City of Waterloo Accessibility Standards (2016) as amended for technical standards and criteria.*
13. To add two new bullets after Section 2.3.3(9) that read:
 10. *Encourage locating benches and other seating opportunities as rest points where longer pedestrian travel distances are anticipated.*
 11. *Encourage seating that includes arms for age-friendly use.*
14. To amend Section 2.3.4(1) to read:
 - *Design outdoor spaces to be accessible by users of all ages and abilities ~~all users~~ and to provide opportunities for rest, shade, socializing and weather protection.*
15. To add a new bullet after Section 3.1.5(19) that read:
 - *Design amenity spaces to be functional and equitable for users of all abilities.*

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Guiding Principles of the City's 2019-2022 Strategic Plan.

Amendment

No. 4

Comments

The following are proposed amendments to language as they relate to the Guiding Principle: **Sustainability and the Environment.**

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Amended Part 2 - General City Design Guidelines, Part 3 – Supplemental Design Guidelines as follows:

PROPOSED

1. To amend 'Reference' bullet under Section 2.1.1(1) to read:

- *Reference: ~~City of Waterloo Development Manual~~ Development Engineering Manual (2013) as amended or the successor manual*

2. To provide additional 'Reference' bullet under Section 2.1.3(3) to read:

- *Reference: Development Engineering Manual (2013) as amended or the successor manual, Part 5.0 for additional landscape design considerations.*

3. To provide an additional bullet under Section 2.1.6(19) to read:

- *Strongly encourage the incorporation of Green Building and High Efficiency Building Standards into building construction and design, including designing buildings to accommodate the future installation of green technology such as solar.*

4. To provide an additional 'Reference' bullet under Section 2.1.6(1) to read:

- *Refer to Section 2.5 Building Design and Construction for additional standards and built form criteria.*

5. To provide additional 'Reference' bullet under Section 2.1.8(1) to read:

- *Reference: Development Engineering Manual (2013) as amended or the successor manual, Part 5.0 for additional landscape design considerations.*

6. To amend Section 2.1.6(37) to read:

- Reserve stucco ~~and EIFS (exterior insulating finishing system)~~ for architectural features, accent(s) and additions rather than primary wall material.
- Consider a range of strategies to reduce the scale of larger wall facades, including larger window openings, curtain wall systems, spandrel panels and alternative materials.

7. To amend 'Guideline Tip' bullet under Section 2.2.1(7) to read:

- Guideline Tip: Refer to ~~City Development Manual~~ Development Engineering Manual (2013) as amended or the successor manual for grading standards

8. To amend 'Guideline Tip' bullet under Section 2.3.2(30) to read:

- Guideline Tip: Refer to ~~City Development Manual~~ Development Engineering Manual (2013) as amended or the successor manual

9. To provide an additional 'Reference' bullet under Section 2.4.2(23) that reads:

- *Reference: Refer to The Community Energy Investment Strategy (2018), and the*
- *Net Zero Energy Feasibility Study (2019) for best management practices and recommendations.*

10. To provide additional 'Reference' bullets under Section 2.5(5) to read:

- *Reference: Development Engineering Manual (2013) as amended or the successor manual, Part 5.0 for additional landscape design considerations.*
- *Reference: City of Waterloo Stormwater Plan (2019).*

11. To amend the last sentence of the second paragraph in the Section 3.1.1 introduction to read:

- *The Streetscape Supplemental Guidelines- will assist in promoting coordinated streetscape elements within the public right-of-way and may be updated through ~~more~~ site/area specific guidelines ~~provided~~ in addition to the Urban Design Manual, through the ~~City's Development Manual~~ Development Engineering Manual (2013) as amended or the successor manual, and related initiatives.*

12. To amend 'Reference' bullet under Section 3.1.1(2) to read:

- Reference: ~~City of Waterloo Development Manual~~ Development Engineering Manual (2013) as amended or the successor manual

13. To amend Section 3.1.2(10) to read:

- *Encourage a range of elements that support an urban approach to sustainable design, ~~such as~~ including but not limited to geo-thermal energy, district energy, zero and low carbon energy solutions, green roofs and outdoor terraces, high performance construction and building standards, stepped massing and building orientation for optimum solar gain, ~~and~~ creative water retention/storage solutions, and micro-climate designs that contribute to comfortable and vibrant public spaces.*

14. To amend Section 3.2.1.4 b(3) to read:

- *Design buildings with ~~high-quality~~ materials that are durable and create a sense of permanence and high quality, including such as brick, stone, masonry, architectural panel systems and glass. Restrict stucco ~~and EIFS~~ for accent purposes rather than primary wall material.*

15. To provide the following 'Reference' and 'Guidelines Tip' text in Part 5 – UDM Appendices Section M. Sustainable Design Criteria between the third paragraph and the table that reads:

- *Reference: Refer to The Community Energy Investment Strategy (2018), and the*
- *Net Zero Energy Feasibility Study (2019) for best management practices and recommendations.*
- *Reference: City of Waterloo Stormwater Management Plan (2019),*
- *Guideline Tip: Align with best management practices identified through Risk Mitigation Plans provided by the Region of Waterloo Source Water Protection staff.*

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Guiding Principles of the City's 2019-2022 Strategic Plan.

Amendment

No. 5

Comments

The following are proposed amendments to language as they relate to the Guiding Principle: **Safe, sustainable transportation.**

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Amended Part 2 - General City Design Guidelines, Part 3 – Supplemental Design Guidelines as follows:

PROPOSED

1. To add a new 'reference' bullet under Section 2.1.5(1) that reads:
 - *Reference the City of Waterloo Station Area Planning – 5 Station Area Plans (2017) for general and site specific design direction for each major transit station area.*
2. To amend the following 'reference' bullet under Section 2.1.7(7) to read:
 - *Reference: refer to the ~~Regional Cycling Policy Master Plan (November 2004) and the City of Waterloo Community Trails and Bikeways Master Plan (December 2000) for multi-use trail and bicycle route information~~ Transportation Master Plan (2020), specifically references on existing and proposed multi-use trails and bicycle routes.*
3. To add a new 'reference' bullet under Section 2.5(3) that reads:
 - *Reference the City of Waterloo Station Area Planning – 5 Station Area Plans (2017) for general and site specific design direction for each major transit station area.*
4. To amend 'Guideline Tip' bullet one under Section 3.1.1(2) to read:
 - *Guideline Tip: ~~determine if separate standards and guidelines apply to Regional Roads. Consult the Region of Waterloo's Context Sensitive Regional Transportation Corridor Design Guidelines (March 2013) with the Regional Municipality of Waterloo to identify applicable design standards.~~*
5. To add a new 'reference' bullet under the Section 3.2.1.5 introduction that reads:

- *Reference: For Regional corridors, consult the Region of Waterloo's Context Sensitive Regional Transportation Corridor Design Guidelines (March 2013).*

6. To remove Section 3.2.1.6(4) that reads:

- ~~*Work with the Region to develop development standards to promote intensification in the Nodes and Corridors areas and to develop streetscape guidelines that complement the City's design expectations on Regional Roads.*~~

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Guiding Principles of the City's 2019-2022 Strategic Plan.

Amendment

No. 6

Comments

The following are proposed amendments to language as they relate to the Guiding Principle: **Healthy Community and Resilient Neighbourhoods.**

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Amended Part 2 - General City Design Guidelines, Part 3 – Supplemental Design Guidelines as follows:

PROPOSED

7. To remove a "Guideline Tip" in Section 2.1.6(8) that reads

- ~~Guideline Tip: review Zoning By law regarding "Architectural Entrance Projection" regulations (through By law 09-158)~~

8. To add a new bullet after Section 3.1.3(8) that reads:

- *Provide sufficient space to properly store (and where appropriate screen) private garbage and recycling receptacles out of view from public and/or shared spaces, as well as manoeuvre private garbage and recycling receptacles with relative ease.*

9. To amend Page 40 side bar Reference: Provincial Policy Statement 15(a.) to read:

- *a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction, and facilitate ~~pedestrian and non-motorized movement, including but not limited to, walking and cycling~~ active transportation and community connectivity;*

10. To add additional bullet to Page 40 side bar Reference: Provincial Policy Statement that reads:

- *b) planning and providing for a full range of, and equitable distribution of, publicly accessible built and natural settings for recreation, including facilities, parkland, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;*

11. To add a new 'Reference' bullet after Section 3.1.5 Mid-rise Housing Geared to Student Accommodations introduction that reads:

- *Reference: Refer to the Northdale Land Use and Community Improvement Plan Study - Urban Design and Built Form Guidelines (June 2012) for more detailed direction within the Northdale neighbourhood.*

12. To amend the second sentence of the third paragraph of Section 3.2.1 Nodes and Corridors that reads:

- *Specific guidelines have been prepared for these land use areas within the Nodes and Corridors Supplemental Guidelines in addition to ~~any~~ site-specific guidelines that may be applicable ~~that~~ ~~may exist~~ such as the Uptown Public Realm Strategy (2019).*

13. To amend the fourth paragraph of Section 3.2.1 Nodes and Corridors to read (correct spelling):

- *“Over time, the Nodes and Corridors Areas ...”*

14. To add a new ‘Reference’ bullet at the start of Section 3.2.1.4(c.) The Uptown (Primary Node) that reads:

- *Reference: Refer to the Uptown Public Realm Strategy (2019) for supplemental guidance within the Uptown.*

15. To amend the second sentence of the third paragraph to read:

- *The City continues to support intensification in the Uptown and has prepared Supplemental Design Guidelines, ~~for the Uptown~~ and its interconnected Districts, as well as the Uptown Public Realm Strategy (2019) which provides a road map for public realm investment and sensitive intensification within the Uptown.*

16. To add a new paragraph in Section 3.2.1.4 District Guidelines – District 1, The Uptown Core immediately following the Vision Statement to read:

- *The Uptown Public Realm Strategy (2019) provides supplemental guidance for the Uptown. In cases of conflict, the Uptown Public Realm Strategy shall apply.*

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Site Plan Review and Approval Process.

Amendment

No. 8

Comments

The following are proposed amendments to language as they relate to **the Site Plan Review and Approval Process**.

Amendment

Legend: underline = addition / modification to regulation

~~strikethrough~~ = deletion to regulation

Amended Part 4 – Site Plan Review Guidelines as follows:

PROPOSED

1. To amend the third paragraph of Section 4.3 - Legislative Authority that reads:

- Applicants should contact the ~~Development Services Department~~ Site Plan Coordinator at the Waterloo City Centre in the Integrated Planning & Public Works (IPPW) Department at Waterloo City Hall to determine whether a particular development is subject to Site Plan Control

2. To amend the second bullet of Section 4.4 to read:

- ~~Sept Step 2: Preliminary Submission (optional step). Applicants may be invited to submit a preliminary site plan submission to identify base urban design and site planning requirements. This process follows the standard site plan review process.~~

3. To amend the second sentence of the fourth bullet of Section 4.4 to read:

- ~~Endorsement is not an approval and occurs when the Site Plan drawings conform to the City's design and development expectations to the satisfaction of the City's Site Plan Review Committee, and is required prior to the City's Director of Planning General Manager reviewing and issuing a decision on the site plan application.~~

4. To amend the second sentence of the fifth bullet of Section 4.4 to read:

- ~~These are required prior to the General Manager's~~ Director of Planning's review for Approval.

5. To amend the sixth bullet of Section 4.4 to read:

- *Step 6: Site Plan Approval and Building Permit Review: Once all the plans have been updated to staff's satisfaction, and all Agency comments addressed, the Site Plan Coordinator will present the plans to the ~~General Manager~~ Director of Planning for review and a decision on the site plan application. The Director of Planning approval who has authority to approve, deny, and revise the submissions site plan applications. The Site Plan Coordinator will only prepare the Site Plan Agreement once the ~~General Manager~~ Director of Planning has approved the Site Plan. ~~At this moment~~ Following the execution of the Site Plan Agreement, Applicants may submit Building Permit drawings to review, unless otherwise authorized by the Director of Planning.*

6. To amend the third sentence of the seventh bullet of Section 4.4 to read:

Once the Agreement has been prepared and signed by the Owner(s), the ~~General Manager~~ Director of Planning has the authority to sign the Agreement ~~for final approval and prior to registration.~~

7. To amend the second bullet of Step 6 of the Site Plan Process flow chart on Page 111 to read:

- ~~G.M.~~ Director of Planning review and approval of a site plan

8. To amend the following members within the table in Section 4.5 SPRC to read:

- *Site Plan Chair - Responsible to chair the Site Plan meeting, provide Site Plan comments to Applicant(s) and provide a recommendation to the ~~General Manager~~ Director of Planning (Site Plan "endorsement" or "resubmission").*
- *To add immediately after Site Plan Coordinator:*
- *Urban Design Review – An urban designer from the Planning Approvals Section will provide comments on submission materials as they relate to the City's urban design policy objectives, policies, principles and standards as outlined in various documents including the Official Plan and supplemental manuals / master plans / guideline documents. Will review all matters of urban design including but not limited to Urban Design Studies, Sun/Shadow Analyses, Site Plans, and Building Elevations.*
- *Engineering Review – Representative from ~~the Engineering and Construction Division~~ Engineering Services to provide comments on the engineering component of the Site Plan submission. ~~Engineering and Construction~~ Engineering Services staff will provide engineering approval of all technical and functional engineering drawings, studies and reports which are required prior to ~~Site Plan~~ endorsement and prior to Site Plan approval. ~~Engineering and Construction~~ Engineering Services staff is responsible to coordinate comments with ~~Public Works Services department~~ Transportation Services and City Utilities (if applicable).*
- *~~Landscape Review – Representative from the Policy Division providing A Landscape Architect from Engineering Services~~ to provide comments on landscape plan submissions and tree management preservation. On-site tree management review will be provided from the Environment & Parks Division the Urban Forestry division*
- *~~Volunteer Architect – Council appointed architect providing general site plan and building elevation recommendations to SPRC and site plan applicants.~~*

9. To amend Section 4.13 B) Site Plan Drawing Checklist and Notations - Site Plan Data Chart 'Density Information' on Page 120 to read:

- *Total Density/~~UPH (unit~~ BPH (beds per hectare calculation excluding road widening area):*

10. To amend Section 4.13 E) Building Elevation Checklist and Notations second sentence to read:

- Elevation submission for ~~General Manager~~ Director of Planning Review and Approval
 - Coloured site plan elevations and/or renderings will be required for ~~General Manager~~ Director of Planning review and approval.

11. To amend Section 4.13 H) Landscape Drawing Checklist and Notations under 'Basic Design Information' to include:

- All site utilities such as hydro poles, hydro vaults, transformers, bell boxes, fire hydrants

16. To amend Section 4.13 H) Landscape Drawing Checklist and Notations – References, to read:

- ~~City of Waterloo Landscape Manual~~ Development Engineering Manual (2013) as amended or the successor manual

17. To amend Section 4.13 I) Engineering Submission Checklists b) 'Complete Engineering Submission' paragraphs two, three, and four, to read:

- When all engineering design details have been finalized a complete engineering package must be submitted directly to Engineering ~~and Construction Division~~ Services, for review and ~~approval~~ acceptance (Step 5 in the Site Plan Process).

~~The engineering submission must be made to the SPRC Engineering and Construction representative. Applicants are advised to consult Section 4.0 of the City of Waterloo's November 2003 Development Manual~~ the City's Development Engineering Manual (2013) as amended or the successor manual for details on submission requirements.

~~The complete engineering submission must be accompanied with an Engineers Cost estimate for the total cost of site servicing (i.e. undergrounds) and surface works. As per the Council approved Development Services Fee Guide Fees & Charges, 5% of this total cost estimate will apply as a non-refundable engineering review fee, or an alternative minimum fee as determined by the General Manager of Development Services~~ Director of Planning or his/her designate in consultation with the Director of Engineering Services.

18. To amend Section 4.13 I) Engineering Submission Checklists b) 'Complete Engineering Submission' paragraph 9, to read:

- An ~~Erosion Control/ Topsoil Removal~~ Site Alteration Permit is required for any site development >1ha ~~or as required by the Director of Engineering Services in accordance with the City's Site Alteration By-law as amended.~~ The application for the permit, with applicable fees and securities, must be submitted to ~~the Engineering Services and Construction Division~~ for approval.

19. To amend Section 4.13 I) Engineering Submission Checklists c) 'Prior to Issuing Building Permit' 5) second bullet, to read:

- *an inspection by a staff member of ~~the Engineering Services and Construction Division~~ will be undertaken to confirm the City's acceptance of those controls.*

20. To amend Section 4.13 I) Engineering Submission Checklists d) 'Additional considerations/requirements' 1) first, second and third paragraphs, to read:

- *Any construction work within the traveled portion of a roadway is prohibited until formal written authorization from the City's ~~Public Works Services Transportation Division~~ Integrated Planning & Public Works Department is obtained. A traffic control plan (including signage considerations) will require approval by ~~Public Works Services~~ Transportation Services staff.*

The use of the City boulevard and sidewalk (other than one (1) approved construction access point) is not permitted unless a license agreement for temporary construction is granted by the City. A separate application and fee is required and the permission to use the City boulevard and sidewalk to facilitate private construction is subject to approval by the ~~General Manager, Development Services and/or Public Works Services~~ Integrated Planning & Public Works Department and is not guaranteed and may be denied.

The following items may be deferred to the Building Permit (BP) review process provided that the applicant recognizes that the BP review may take longer as a result, and shall be submitted directly to the ~~Engineering and Construction Division~~ Integrated Planning & Public Works Department prior to issuance of the BP.

21. To amend Section 4.13 I) Engineering Submission Checklists – 'Release of Securities' second paragraph, to read:

- *Prior to any release of all or part of the development agreement, performance deposits or ~~servicing~~ financial securities (e.g. letters of credit), the owner's engineering consultant will be required to certify that all site servicing, grading and storm water management has been constructed as per the final engineering approval and is functioning as designed/intended. Arrangements for final inspections are to be made with staff of ~~the Engineering and Construction Division~~ Services. Securities will not be released to the owner until all outstanding deficiencies are corrected and all required records/drawings are submitted to the City ~~for its files, to the~~ satisfaction of the Director of Engineering Services.*

Description

To amend various sections of the Urban Design Manual as they relate to updates to the Technical Design Standards and Drawings.

Amendment

No. 9

Comments

The following are proposed amendments to language as they relate to **Technical Design Standards and Drawings**.

Amendment

Legend: underline = addition / modification to regulation

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Amended Part 4 – Site Plan Review Guidelines, Part 5 UDM Appendices

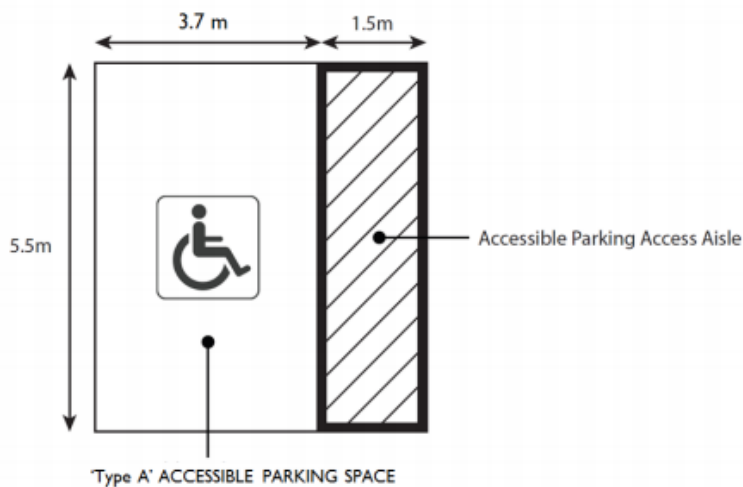
PROPOSED

1. To amend Section 4.13 – SPS 2: Site Plan Standards (SPS), C: Parking and Accessibility to read:

- *General Note: Parking ~~standards~~ may be regulated by the City of Waterloo Zoning By-laws as amended. In cases of potential conflicts, the City's Zoning By-law and any other applicable legislation shall ~~apply~~ prevail. Universal Access standards shall be subject to Ontario Building Code Act requirements, the City's Zoning By-law, City of Waterloo Barrier Free Guidelines the City of Waterloo Accessibility Standards (2016) as amended, and to SPRG standards. ~~The City of Waterloo Barrier Free Guidelines shall apply to private development subject to current legislative requirements and to the SPRG's~~*
- *Parking Standards:*
 - *Standard Parking Stall Dimension: 2.8m x 5.5m, unless otherwise stated in the City's Zoning By-law ~~(zoning by law regulation, no encroachments including parking garage columns)~~*
 - *Parallel parking space: 2.8m x ~~6.0m~~ 6.5m, unless otherwise stated in the City's Zoning By-law ~~(subject to City approval)~~*
 - *Curbing: all parking areas are to be curbed with minor exceptions for site drainage and engineering purposes. ~~Curbing is not be provided within the Municipal right of way (boulevards).~~ Different standards may apply on Regional Roads.*
 - *Corner parking spaces: provide minimum 3.0m x 5.5m parking space where one side abuts a wall or column, unless otherwise stated in the City's Zoning By-law. ~~for stall located beside walls or columns. Provide minimum 3.2m x 5.5m parking space where both sides abut a wall or column~~, unless otherwise stated in the City's Zoning By-law. Provide minimum 2.8m x 5.5m parking space with 1.2m hammerhead for surface parking areas, unless otherwise stated in the City's Zoning By-law.*
- *Barrier Free Parking Standards:*
 - ~~Single barrier free parking stall dimension: 5.2m x 5.5 m~~ Type A Accessible Parking Space dimension: 5.5m x 3.7m

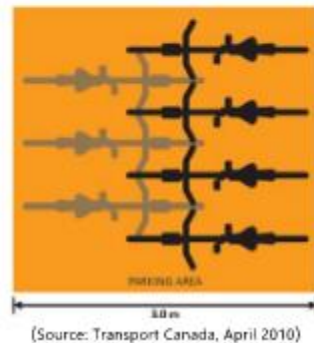
- ~~Paired barrier free parking stall dimension: 3.9m x 5.5 m~~ Type B Accessible Parking Space dimension: 5.5m x 2.4m
 - Accessible Parking Access Aisle dimensions: 5.5m x 1.5m
 - Curbing: provide flush curbing for barrier free parking adjacent to walkways with gentle slope tapering across abutting parking spaces to avoid sharp change in grade.
 - Barrier free parking target: minimum of 5% barrier free parking for the number of parking spaces required however, not less than the City of Waterloo Accessibility Standards (2016) as amended or the City's Zoning By-law, whichever is more restrictive.
- Drive Aisle Standards:
 - Minimum 6.1 metre wide driveway (two-way) is required for all development including residential development with 10 or more parking spaces (established in Height and Density By-law, unless otherwise stated in the City's Zoning By-law). A minimum of 3.0 metre wide driveway may be provided for residential development with less than 10 parking spaces, unless otherwise stated in the City's Zoning By-law, and shall not conflict with other requirements including landscape strip and barrier free access routes. Wider drive aisles may be required to accommodate service vehicles (SPS D: Turning Movements)
 - The City may permit ~~will be flexible and encourage~~ wider drive aisles for primary vehicular routes, internal transit routes, designated fire routes and proposed bike routes.
 - Minimum one-way drive aisle: 3.5 metres with no obstruction, unless otherwise stated in the City's Zoning By-law
 - Maximum driveway width: 7.5 metres, unless otherwise stated in the City's Zoning By-law
 - On Regional Roads, with more than 6 residential units, the Region ~~will~~ typically requires a minimum 6.1 m wide driveway. Contact Regional Municipality of Waterloo for current standards.
 - Contact Regional Municipality of Waterloo regarding Regional Road access requirements

2. To replace figures on Page 134 of Section 4.13 – SPS 2: Site Plan Standards (SPS), C: Parking and Accessibility with the following :



3. To replace figures on Page 140 of Section 4.13 – SPS 2: Site Plan Standards (SPS), F Bike Parking:

TABLE 6F: BICYCLE PARKING SPACE DIMENSIONS		
	Dimension	
Horizontal BICYCLE PARKING Space	Width (minimum)	0.6 metres
	Length – Single Side Rack (minimum)	2.0 metres
	Length – Double Side Rack (minimum)	3.0 metres
	Vertical Clearance (minimum)	2.0 metres
	Access Aisle Width (minimum)	1.75 metres
Vertical Mounted BICYCLE PARKING Space	Width (minimum)	0.6 metres
	Length (minimum)	1.25 metres
	Vertical Clearance (minimum)	2.0 metres
	Access Aisle Width (minimum)	1.75 metres



4. To replace 'Bike Parking Criteria' on Page 140 of Section 4.13 – SPS 2: Site Plan Standards (SPS), (F) Bike Parking with the following
 - *Reference: Refer to Zoning Bylaw 2018-050 Section 6.6 Bicycle Parking Spaces regulations.*
5. To remove and replace all diagrams in Section 4.13 – SPS 2: Site Plan Standards (SPS), (I). Waterloo North Hydro (WNH, Draft) with current standards
6. To add additional note following introduction on page 157 of Section 4.13 – SPS 2: Site Plan Standards (SPS), (L) Nodes and Corridor Standards that reads:
 - *In cases of potential conflicts, the City's Zoning By-law and any other applicable legislation shall prevail.*
7. To add the following studies to Part 5 – UDM Appendices Section (B). City-Initiated Guidelines:

<i>Northdale Land Use and Community Improvement Plan Study - Urban Design and Built Form Guidelines</i>	<i>2012</i>	<i>Area-specific guidelines. Applicable</i>
<i>Station Area Planning</i>	<i>2017</i>	<i>Area-specific guidelines. Applicable</i>
<i>Uptown Public Realm Strategy</i>	<i>2019</i>	<i>The Uptown Public Realm Strategy guides the overall approach to the public realm in the Uptown.</i>

<i>West Side Employment Lands – Urban Design Guidelines</i>	<i>2021</i>	<i>Area-specific guidelines. Applicable</i>
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8. To remove and replace all diagrams in Part 5 – UDM Appendices Section (N). Barrier Free Accessibility Guidelines with the following text:
 - *For all barrier free standards, please refer to the City of Waterloo Accessibility Standards (2016) as amended.*