



**PLANNING AND INFRASTRUCTURE DEPARTMENT  
INFRASTRUCTURE PLANNING AND DEVELOPMENT ENGINEERING**

July 18, 2022

MEMO TO: Sarah Mowder, Planner II  
FROM: Paul Guerreiro, Manager of Engineering - Site Plans and Site Alterations  
SUBJECT: **Circulation of Site Plan Amendment Application – Submission #1  
D06-21008 (Site Plan) D02-19018 (Zoning Bylaw Amendment)  
FERIDOON AND SHIRIN RAVADGAR  
282 & 292 ELGIN MILLS ROAD WEST**

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The Development Engineering Division has reviewed the above noted application.  
The applicant/consultant shall confirm that all comments noted below have been addressed by ensuring each box is checked off, initialed and included with the next submission.

## **Zoning Bylaw Amendment (D02-19018)**

**Transportation and Traffic** - Please contact Attila Hertel, Transportation Engineer at (905) 771-6592 if you have any questions or concerns.

No further comments.

Comments based on Transportation Impact Study, prepared by Nextrans Consulting Engineers, dated October 30, 2019

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## **Site Plan (D06-21008)**

**Transportation and Traffic** - Please contact Attila Hertel, Transportation Engineer at (905) 771-6592 if you have any questions or concerns.

### Site Plan

Initial

- \_\_\_\_\_  Illustrate the width of the eastern visitor parking space.  
\_\_\_\_\_  Depressed curbs shall be provided at crosswalks and accessible parking spaces.

Comments based on: Drawing A101 in the Architectural Set, prepared by ICON Architects, dated March 8, 2022

Traffic

Initial

- To support York Region comments and given the site access's proximity to the Elgin Mills Road W and Shaftsbury Avenue intersection, a full movement access is not supported. Revise the traffic analysis to reflect a right-in-right-out access.

Comments based on: Transportation Impact Study, prepared by Nextrans Consulting Engineers, dated February 25, 2022

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**Transportation Demand Management** – Please contact Attila Hertel, Transportation Engineer at (905) 771-6592 if you have any questions or concerns.

Initial

- Quantify the proposed number of long-term and short-term bicycle parking spaces and aligning the proposed supply with the Richmond Hill Sustainability Metrics table. Illustrate the bicycle parking spaces on the site plan.

Comments based on: Transportation Impact Study, prepared by Nextrans Consulting Engineers, dated February 25, 2022

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**Lighting** - Please contact Darlene Myrie, Project Coordinator – Illumination at (905) 771-5476 if you have any questions or concerns.

Sustainability Metrics

Sustainability Metrics Response Letter & Metrics Tool dated April 14, 2022 was reviewed. The following have been addressed:

Section 4.C.2 Reduce Light Pollution: Applicant is proposing that all exterior fixtures greater than 1,000 lumens will be shielded to prevent night sky lighting. No up-lighting is allowed. No comment. Metric satisfied.

Section 4.C.3 Energy Conserving Lighting: Applicant is proposing the use of LEDs and/or photocells on all lighting fixtures exposed to the exterior. No comment. Metric satisfied.

Exterior Site Lighting

Initial

- ES1 & ES3: The information provided on the proposed fixtures is different on ES1 than ES3. Please review & revise descriptions in fixture (ES1) and luminaire (ES3) schedules to ensure catalog numbers, distribution types, lumen outputs, base heights and catalog numbers listed in the descriptions for fixture types AA & AA1 are consistent.
- ES2 & ES3: Quantities of AA & AA1 shown on the plan (ES2 & ES3) are the opposite of the quantities listed in the Luminaire Schedule and need to be revised.
- ES3: Only roadway illuminance is included in the Calculation Summary. Please confirm if this total includes all hardscaped, travelled portions of the site (e.g., walkways, parking). If so, please revise label in Summary. If not, please add separate rows for proposed walkway illuminance, parking illuminance and for total site illuminance (e.g., inclusive of roadway/walkways/parking).
- ES3: Calculation Summary and Luminaire Schedule are superimposed on the base plan. Please address overlap to improve legibility.

- \_\_\_\_\_  General: Add the following certification statement to the lighting submission ("I hereby certify that the outdoor lighting equipment and fixtures designed herein comply with the City of Richmond Hill By-law No. 63-95 – Signature of designer or engineer's stamp).

Site Plan/Servicing Plan

Initial

- \_\_\_\_\_  Hydro Pole Relocation:
- The proposed sidewalk and walkway are in conflict with an existing hydro pole east of the entrance drive. Requests for hydro pole relocations will have to be made to Alectra. Note that costs associated with relocating the pole are the responsibility of the Applicant/Developer
  - Please note that a Richmond Hill street light fixture is mounted to this hydro poles (CRH SL #16-0459) and will have to be transferred if the pole is relocated. When transferring the luminaire, the associated mast arm, smart control node, & pole numbering tag must be transferred as well. Alectra may contact the City on your behalf to have these transferred to the new hydro pole location. Otherwise, contact the Utility Permit Coordinator at [kevin.wilton@richmondhill.ca](mailto:kevin.wilton@richmondhill.ca) to discuss options & make arrangements. Note that street light transfers and all associated costs are the responsibility of the Applicant/Developer.
  - Add a note on the Site Plan and/or the Servicing Plan that this hydro pole & street light are to be relocated.

Comments based on Drawing No.:

ES1, Electrical Specifications and Details, Hammerschlag + Joffe Inc., Rev. 1 – March 3, 2022

ES2, Electrical Site Services, Hammerschlag + Joffe Inc., Rev. 1 – March 3, 2022

ES3, Electrical Site Plan – Photometric, Hammerschlag + Joffe Inc., Rev. 1 – March 3, 2022

L-2, Landscape Plan, Adesso Design Inc., Rev. 1 – March 8, 2022

A101, Key Plan, Concept Plan, Site Plan and Site Statistics, Icon Architects, Rev. 1 – March 8, 2022

SS-01, Site Servicing Plan, nexTrans Consulting Engineers, Rev. 4 – May 17, 2022

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**Servicing, Grading, Storm Water Management & ESC** - Please contact Rob Nicoll, Project Coordinator at (905) 771-5457 if you have any questions or concerns.

Grading, Servicing & ESC

Initial

- \_\_\_\_\_  The Grading Plan should include, but not be limited to:
- Elevations at all building corners
  - Entrance locations, riser location and riser count
  - Top and bottom of curb elevations.
  - Downspout discharge locations (if applicable)
  - landing elevations
  - Transition slopes (3:1 max.) where gradients are in excess of 5%
- \_\_\_\_\_  The existing sanitary lateral and water service are to be decommissioned to the satisfaction of the Operation's Center and shall be noted on the drawing. The Operation's Center will determine the method of decommissioning based on site specifics.
- \_\_\_\_\_  The Ontario Building Code (OBC) requires infiltration galleries (dry wells) be located a minimum 5.0m from proposed and/or existing building foundations. Please revise the location of proposed infiltration galleries as required.

- \_\_\_\_\_  Please revise the water service to the property to provide a combined fire and domestic Neptune Protectus III water meter.
- \_\_\_\_\_  Water meter size & location to be identified on the site servicing plan complete with details.
- \_\_\_\_\_  Where a rear yard CB is required the minimum side yard setback to facilitate the installation and maintenance of the lead shall be 1.5m.
- \_\_\_\_\_  Typical townhouse storm, sanitary and water service connection details are required for the various service conditions. Service connections to be in accordance with MOECC procedure F-6-1. Where water service curb stops are located within driveways they are to be constructed with frost collars and a frost collar detailed is to be provided.
- \_\_\_\_\_  Where water service connections are proposed under garage slabs, the water service is to be constructed in a sleeve to allow for repair/replacement without open cut construction. A typical sleeve detail is to be included on the drawings for review and approval. (see sample detail attached).
- \_\_\_\_\_  Provide sections where indicated to demonstrate sewers/leads are outside the townhouse footing zone of influence.
- \_\_\_\_\_  Where applicable, identify minimum underside of footing elevations for critical units requiring extended footings.
- \_\_\_\_\_  Identify the emergency overland flow route on the grading plan.
- \_\_\_\_\_  Please provide retaining wall detail(s) identifying the type of construction and maximum retained height. Retaining walls 1.0m in height or greater require the detail be stamped by a structural engineer.
- \_\_\_\_\_  The site driveway entrance is to be designed in accordance with the City's Standards and Specification Manual. Sidewalk is to be constructed through all driveway entrances.
- \_\_\_\_\_  Provide construction details and sections for the storm water management chamber.
- \_\_\_\_\_  Drawings are to be updated as required to reflect changes made to the site SWM scheme.
- \_\_\_\_\_  Additional revisions are required in accordance with the redline drawings attached.

### Functional Servicing and Storm Water Management

#### Initial

- \_\_\_\_\_  A Functional Servicing and Stormwater Management Report prepared by Nextrans Consulting, dated March 23, 2022 was reviewed.
- \_\_\_\_\_  Section 4.2 – Include in the report a discussion to identify the size, slope and residual capacity of the existing sanitary infrastructure fronting this development. Obtain from the City of Richmond Hill's Records Management Group (EIS Division) the required as-built drawings, existing drainage plans and design sheets to support capacity assessments and append these documents to the FSR.
- \_\_\_\_\_  The development is required to retain a minimum 5mm over the developed area, on a per event basis, and demonstrate through supporting calculations that the requirements have been met.
- \_\_\_\_\_  Please be advise that, there appears to be an existing RLCB in municipal easement within the rear yard of the property municipally known as 11 Cooperage Crescent. Please revise all drawings and figures to accurately depict the municipal easement, RLCB location and storm outlet direction, including inverts.
- \_\_\_\_\_  Review of the existing drainage pattern suggests that only a portion of the development area contributes flow to the existing ditch inlet located within the Elgin Mills Road West road allowance, to which this development is proposed to connect. Please review the drainage pattern and revise the allowable site discharge and SWM calculations to accurately account for the contributing drainage area to the specific site discharge locations.

- \_\_\_\_\_  Further to the above, please revise the pre-development storm drainage figure to accurately depict the existing storm drainage areas as they relate to the existing storm discharge locations for the site.
- \_\_\_\_\_  Please be advised that, for the purposes of establishing allowable release rate only the development site area is to be used in the calculation. Revise references to allowable release rates as required.
- \_\_\_\_\_  The development is required to consider uncontrolled flow and over control the site accordingly to ensure the release rates from post to pre-development are met.
- \_\_\_\_\_  The report shall include a section on long term Maintenance & Operation of the Infiltration galleries and OGS unit. The Site Plan agreement & SWM Report to identify these facilities as private which will be owned, operated, & maintained by the owner.
- \_\_\_\_\_  Please provide a grate inlet analysis and associated hydraulic calculations to demonstrate that the 100-yr capture flow can enter the storm system and utilize the proposed underground storage.
- \_\_\_\_\_  Additional revisions are required in accordance with the redlined excerpts of the FSR report.

### General

#### Initial

- \_\_\_\_\_  Standard information required on drawings:
    - Reference to City File: D06-19061
    - Clearly identify existing and/or proposed easements/widening's/reserves including dimensions.
    - Ensure the legend is consistent with what is presented on the plans
    - Keep revision block up to date
  - \_\_\_\_\_  A cost estimate will be required for the proposed site works to include, but not limited to the following breakdown:
    - Removals
    - Grading/Site Servicing
    - Pavement structures/curbing
    - Erosion and Sediment Control
    - Retaining Walls
    - Fencing
    - Exterior Lighting
  - \_\_\_\_\_  Engineering fee, inspection fee and Letter of Credit will be required.
  - \_\_\_\_\_  Development Engineering have introduced a Construction and Traffic Management Guide for development projects within the City of Richmond Hill. The guide provides a framework for managing construction projects and outlines the City's by-laws, expectations, best practices and requirements before, during and post construction. Please contact Development Engineering to obtain a copy of the document. The submitted Construction Management Plans are to be revised accordingly to reflect the requirements of the guide.
  - \_\_\_\_\_  Prior to connecting to City infrastructure, the applicant is required to coordinate the works with the City's Operation Centre. Please contact the Supervisor of Water and Wastewater 48hrs prior to construction at 905-771-9996.
  - \_\_\_\_\_  The existing sidewalk on Elgin Mills Road West must be kept free from debris and is to be fully maintained for all pedestrian usage throughout the entire duration of construction.
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Acknowledgement

These comments have been addressed by (to be completed by the owner's consultant):

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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Paul Guerreiro  
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