



October 15, 2024

**Memo To:** Samantha Yeung, Planner II  
**Memo From:** James Pavlidis, Urban Designer  
**Subject:** Zoning By-Law Amendment, Draft Plan of Subdivision  
**Applicant Name:** Innovative Planning Solutions Inc.  
**Municipal Address:** 35, 37, 39, and 41 Edgar Avenue and 20 Scott Drive  
**City File No.:** ZBLA-24-0009, SUB-24-0003

Thank you for the opportunity to review the above noted Planning Act application and its accompanying supporting materials circulated to the Heritage and Urban Design (HUD) section. Urban Design staff have reviewed the materials in the first submission in accordance with the City's *Official Plan (OP)* and Council approved *City-wide Urban Design Guidelines (UDGs)*.

**Proposal Summary:**

The subject lands are located west of Clinton Drive and north of Scott Drive. The application is a request for approval of a Zoning By-law Amendment and Draft Plan of Subdivision to facilitate nine single-detached dwellings as well as the extension of Clinton Drive. The existing dwellings fronting onto Edgar Avenue and Scott Drive are proposed to remain.

**Detailed Comments:**

A) Site Organization		
Issue	HUD Staff Comments	Reference
1. Frontages	Staff have observed that lots 1 to 5 are proposed with varying frontages, ranging between 15.25m, 13.23m, and 10.92m. To maintain uniform frontages, in keeping with previous approvals along Clinton Drive and to ensure streetscape continuity, it is recommended that the applicant revise these lots to provide a general minimum frontage of 13.0m.	OP 4.9.1.1
2. Rear Yard Setback	The draft Zoning By-law Amendment contemplates a minimum rear yard setback of 6.0m. However, the Lot Statistic tables on the Site Plan indicate the proposed rear yard setback as 7.5m. The applicant should clarify minimum rear yard setback proposed and update submission items for consistency.	Clarification

## B) Massing and Built Form

Issue	HUD Staff Comments	Reference
<b>1. Architectural Design Control</b>	<p>The Owner shall agree in the Subdivision Agreement that no building permit application will be submitted for any individual lot or block until the Owner has submitted architectural design plans of the building facades and floor plans, for all lots and/or blocks within the plan and obtained the approval of the City through the Architectural Design Control process. The Owner shall agree to build in accordance with the approved plans.</p> <p>As the basis for the City's Architectural Design Control process, the applicant shall prepare an addendum to the existing 'Clinton Drive Extension' Architectural Control Guidelines (ACGs) document for City review and approval. Upon approval, the ACGs will serve as the guide for the architectural design of all grade-related dwellings. Please contact the undersigned at <a href="mailto:james.pavlidis@richmondhill.ca">james.pavlidis@richmondhill.ca</a> to obtain a copy of this existing City-approved ACGs document.</p>	<b>Note</b>

For future submissions, please have the applicant indicate how the comments in this memorandum have been addressed using a chart or spreadsheet format. Relevant drawing packages and any additional supporting materials that are required to address the comments above, or where changes are proposed, shall be provided in subsequent submissions.

Regards,



**James Pavlidis, B.URPI**

Urban Designer

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