February 4, 2025

MEMO TO: Kaitlyn Graham, Project Manager

COPY TO: Vlad Gaiu, Manager of Energy and Waste

FROM: Leila Bal, Waste Management Coordinator

SUBJECT: 47 and 59 Brookside Road & OPA-24-0007, ZBLA-24-0013

Please accept these comments in response to the applicant's 1st and 2nd submissions for the subject property listed above.

The development must follow the City's Waste Management Design and Collection Standards for Development, located in Division J of the City's Standards and Specifications Manual and a **waste management plan** must be submitted to the City at the site plan application phase that indicates all of the following. Requirements that must be addressed at the ZBLA stage are identified below.

ACCESS ROUTES (Residential)

To address at time of ZBLA Application:

- **Continuous forward motion** - To maintain safe and efficient waste collection, all access routes must be designed to allow a waste collection vehicle to enter the site, collect the waste and exit the site solely in a forward motion, whenever possible. Travel path of the waste collection vehicles circulating the entire site and accessing the loading space must be shown using auto-turn or similar software.
- In cases where the size of a site does not allow for continuous forward motion throughout the site, it is acceptable to use the *Typical Cul-de-sac* or *Private Road - "T" Turnaround Minimum Standard* design as detailed in Richmond Hill's Standards and Specifications Manual. Additionally, in cases where a private road will connect to an adjacent property's City-approved proposed road as a result of City approved future development, a Temporary Turnaround, also outlined in the above-noted Standards, is acceptable to use until such time that easements are in place to allow access.
- If continuous forward motion is not possible, the waste collection vehicle(s) shall not be required to make more than a three-point turn, or to reverse more than two truck lengths (approximately 21 metres).

- Access routes, including points of ingress and egress, designed for two-way traffic have a minimum width of 6m and a minimum inside turning radius of 9m. The access route dimensions and radii must be shown on the drawings and the travel path of the collection vehicle drawings**.**
- Access routes designed for one-way traffic have a minimum width of 4m, a minimum inside turning radius of 15m and a minimum outside turning radius of 14.5m. The access route dimensions and radii must be shown on the drawings**.**
- Access routes are to maintain a minimum vertical clearance of 4.6m.

Can be deferred to Site Plan Application:

- Proper signage.
- Pavement markings, warning lights, and mirrors.
- Access routes must have a grade of no more than 5% on private property.
- Access route on a driveway ramp to connect with an above or below grade structure shall have a maximum ramp grade of 8%.
- Pavement structure of a private road shall be designed and constructed as per the specifications for “Light Industrial, Commercial, Apartment Residential/Condominium” found in Section C1.5 of the City of Richmond Hill’s Standards and Specifications Manual or a City approved alternative.
- All supported structures travelled on by waste collection vehicles will be designed to support at least 35,000kgs with a point load of at least 6,000kgs - a letter from an engineer will be required to verify this requirement has been met.

RESIDENTIAL BUILDINGS – WASTE STORAGE, SEPARATION AND COLLECTION

Addressed at time of ZBLA Application (towers and stacked towns):

- Three separate chutes are required (garbage, recycling and organics). Tri-sorters are not acceptable.
- Please show three separate chutes for each floor on drawing(s) using circle icons (x3).
- Waste separation method for dwelling units on the same floor as the waste storage room.
- Location and size (m^2) of the internal waste storage room(s), bulky waste storage room and waste drop off area.
- The number of dwelling units each waste storage room will service must be indicated on the drawings. Note: minimum size of the waste storage room for each building is based on how many units serviced. Please indicate this on the drawing(s).

Table J-4: Minimum Waste Storage Room Sizes for Front-End Collection from Apartment Building Developments

Number of Dwelling Units	Minimum Number of Front-End Containers			Minimum Size of Waste Storage Room
	Garbage	Recyclable Material	Organic Material	
33 to 45	2	2	2	36 m^2
46 to 90	3	3	2	44 m^2
91 to 135	4	4	3	55 m^2
136 to 180	4	5	3	59 m^2
181 to 225	5	6	4	70 m^2
226 to 270	6	7	4	77 m^2
271 to 315	7	8	5	88 m^2
316 to 360	7	9	5	92 m^2
361 to 405	8	10	5	100 m^2
406 to 450	9	11	6	111 m^2
451 to 495	10	12	6	119 m^2
496 to 540	10	13	7	126 m^2

- All units (including stacked townhouse units) must be within 50m walking distance to the chutes.
- Resident accessibility to waste storage room(s). Space allocation of 10 m^2 for bulky waste storage has been included in the minimum size of waste storage room dimensions. If bulky waste is to be stored in a separate room on the ground floor, the size of the waste storage room can be decreased by 10m^2 and this space can be allocated to the bulky waste storage room. It is recommended that bulky waste be stored on the ground floor.
- Garbage compactor and all waste containers in waste storage room(s) including size and stream of waste containers.
- **One residential loading space is required for every 400 residential units**. Each loading space must have a minimum length of 13m, width of 4m and with a vertical clearance of at least 6.5m. Note: 6.5m is the minimum clearance required for the waste collection vehicle to enter the loading area and collect the waste containers. Overhead structures, wires, balconies, etc. must not interfere with the required clearance above the entirety of the loading space and staging area.
- Size of the staging pad (m^2). Staging pad must be adjacent to the area of the loading space opposite to where the collection vehicle will enter the loading space.

Deferred to Site Plan Application:

- If front-end containers are to be brought up to the staging area from underground waste storage rooms, a tractor parking space must be shown on the site plan
- Each chute room shall be provided with sufficient space for displaying educational material.
- Lock out and washing systems for all chutes.
- Internal vertical clearance of all waste storage rooms of 2.5m.
- Hose bib and floor drain.
- Waste storage room as being climate controlled.
- Measures to ensure resident access to garbage compactor is restricted.

- Planned movement of front-end containers from the waste storage room(s) to and from the staging pad/loading space.
- Maximum grade of loading space and staging pad no more than 2%.
- Construction details of loading space and staging area.

Addressed at time of ZBLA Application (townhouses):

- If the 33 townhouses all have garages and driveways, they are eligible for individual curbside waste collection.
- Demonstrate on the submitted drawings that each dwelling unit has its own internal waste storage area in non-habitable space (i.e. garage) of at least $2m^2$ with a minimum width of 0.5m, that does not interfere with the parking space area requirement (include dimensions).
- Demonstrate on the submitted drawings that each dwelling unit has a waste set out area of at least $2m^2$ with a minimum width of 0.5m (include dimensions). Driveways and boulevards are acceptable locations for waste setout areas however, waste set out locations must not interfere with infrastructure for pedestrians, cyclists or other public services.

MIXED USE - WASTE STORAGE, SEPARATION AND COLLECTION

- The commercial (daycare, community center etc.) component is not eligible to receive municipal waste collection.
- The commercial component must have a separate internal waste storage room for all garbage, recycling and any other waste produced on site**.**
- Internal access must be provided from each commercial unit to the commercial waste storage room. Commercial tenant(s) may not have access to residential component and residential occupants many not have access to commercial component.
- Since the commercial component is greater than $465m^2$, a dedicated loading space for commercial usage is required.
- Waste is not permitted to be stored outside.
- Waste collection shall occur entirely on private property.
- If the development includes restaurants or eating establishments that the waste storage room *be refrigerated.*

DRAFT ZBL AMENDMENT

To be addressed at time of ZBLA Application:

- Please update to include loading space requirements. One loading space is required for every 400 residential units that has a minimum width of 4 metres, minimum length of 13 metres and minimum overhead clearance of at least 6.5m. A dedicated commercial loading space is also required.

Please do not hesitate to contact me for any further questions.

Thank you,

Leila Bal
Waste Management Coordinator
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