



PORT COLBORNE

REQUEST FOR PROPOSALS

Development of City-Owned Property
235-241 Welland Street, Port Colborne

Request for Proposals #: **RFP SI24-01**

Request of Proposals (RFP) Issued: **Thursday, March 21st, 2024**

Deadline to Submit Questions: **Tuesday, April 9th, 2024, 2:00pm**

Proposal Submission Deadline: **Friday, April 19th, 2024, 2:00pm**

Table of Contents

DEFINITIONS	3
1.0 General Background.....	4
2.0 Community Background.....	4
3.0 Project Objectives and Deliverables	4
3.1 Project Overview.....	4
3.2 Planning Framework and Policies.....	4
3.3 Design Excellence	6
3.4 Comprehensive Community Improvement Plan (CIP): East Waterfront CIP Area	6
3.5 Niagara Region: Incentives.....	7
3.6 Additional Resources	7
3.7 Project Scope	7
4.0 Project Management.....	8
5.0 Submission	8
6.0 Proposal.....	10
7.0 Obligations of the Parties.....	10
8.0 Proposal Evaluation.....	10
9.0 Confidentiality	10
10.0 Informal/Incomplete Proposals	10
11.0 Proponent Performance (Litigation).....	11
12.0 Exclusion	11
13.0 Acceptance or Rejection of Proposals	11
14.0 RFP Schedule.....	12
15.0 Evaluation and Selection of Proponents	12
Attachment A – Mixed-Use Development.....	14
Attachment B – Site Map.....	15
Attachment C – Permitted Uses	16
Attachment D – Zoning Requirements	17
Attachment E – Parking Requirements	18
Attachment F – Submission Form	19

Definitions

The following definitions apply to the interpretation of the Bid Document.

1. "ADDENDUM" means a written change, addition, alteration, correction or revision to a bid, proposal or contract document. Addendum/Addenda may be issued following a pre-bid/pre-proposal site meeting/conference or as a result of a specification or work scope change to the solicitation.
2. An "AGREEMENT" means a legal document that binds the Corporation of the City of Port Colborne and the successful proponent to carry-out a project.
3. An "AWARD" is the acceptance of a Proposal in accordance with this Request for Proposal (RFP).
4. "CONSULTANT" means the provider of a service who, by virtue of professional expertise or service is contracted by the City of Port Colborne to carry-out a project.
5. "MANDATORY" refers to a specification or requirement that the Proponent must include in their Proposal and be capable of performing if they are the awarded the contract to carry-out the project. Instructions and specification that are requested by the words "shall" and/or "will" indicate the requirement is "mandatory".
6. "MAY" used in this document denotes permissive.
7. "OWNER" means the City of Port Colborne.
8. "PROPONENT" refers to any legal enterprise making a submission in response to this RFP.
9. "PROPOSAL" is a written offer, received from a person\company in response to an invitation to provide goods and/or services based on a Request for Proposal and the corresponding Terms of Reference.
10. "REQUEST FOR PROPOSAL" (RFP) means the document issued by the City of Port Colborne and used to solicit proposals from Proponents to provide goods, services or construction to the City, where it is not practical and/or possible to prepare precise specifications, or where "alternatives" to detailed specifications will be considered, which may be subject to further negotiation.
11. "SHALL" and "WILL" used in this document denotes imperative.
12. "SUCCESSFUL PROPONENT(S)" means a Proponent whose submission(s) has been accepted by the City.

1.0 General Background

The Terms of Reference describes the Corporation of the City of Port Colborne's requirements for the development of a City-owned vacant property: 235-241 Welland Street.

2.0 Community Background

The City of Port Colborne is a lower-tier municipality on Lake Erie, at the southern end of the Welland Canal, in the Niagara Region of southern Ontario, Canada. The City is one of 12 municipalities that constitute the Regional Municipality of Niagara. According to the 2021 Census, Port Colborne has a population of 20,033 and is the second fastest growing community in Niagara Region. The municipality offers the best of small and large city infrastructure and activities. While sharing similarities with other municipalities that have distinct urban and rural areas, Port Colborne's history and vision for the future is unique and makes it special.

Port Colborne is situated on the north shore of Lake Erie, at the mouth of the Welland Canal. It shares its boundaries with the Township of Wainfleet to the west, the Town of Fort Erie to the east, and the City of Welland and City of Niagara Falls to the north. Historically, the City of Port Colborne has benefited both from its proximity to large population centres in Southern Ontario and the Northeast United States, and its strategic location on the Welland Canal and Lake Erie.

3.0 Project Objectives and Deliverables

3.1 Project Overview

The vacant City-owned property, located at 235-241 Welland Street, has been declared surplus and the City would like to divest this property. Redevelopment and revitalization of the City's east side is of paramount importance for Council and staff. The Design Guidelines for this property and the general area show a mixed-use development which will incorporate both commercial and residential uses.

3.2 Planning Framework and Policies

The property at 235-241 Welland Street (the "subject property") is strategically located within the City of Port Colborne in the East Waterfront Area. The City has completed a Secondary Plan for the East Waterfront (refer to the City's Official Plan) which will guide development in this area. Key to the development of this area of the East Waterfront is the intersection of Welland Street and Clarence Street. The Design Guidelines provide details on the East Waterfront Secondary Plan – policies and land use designations.

The connectivity between downtown Port Colborne and the East Waterfront is a strategic priority for the City in its plans and policies. Connectivity is to be provided through the street and bridge network, parks and open space, cycling and pedestrian infrastructure, and the overall integration of design approach for both communities. Collectively, this is an integrated approach to placemaking in the most urban areas of Port Colborne.

There are key community elements in the East Waterfront Secondary Plan that are to be translated into the redevelopment of the subject property. A brief description is provided below, proponents are to refer to the list of additional resources at the end of this section for fulsome information.

1. A Mixed-Use Community – The East Waterfront community includes existing and new opportunities for residential and mixed-use development. At the same time, the East Waterfront is a working waterfront with existing businesses along the Welland Canal and further outside the Secondary Plan Area.
2. Increasing housing supply – The mixed-use designation within the East Waterfront provides opportunities to increase housing supply through redevelopment of the subject property. There is an expectation that all mixed-use development lands, including the subject property, will include new housing to increase housing supply.
3. Clarence Street – This major City Street is a key access to downtown Port Colborne. There is an existing bridge across the Welland Canal that provides vehicular, pedestrian and cyclist access to downtown Port Colborne. Clarence Street provides a view corridor into the park system and development in the East Waterfront from Downtown Port Colborne and, conversely, into downtown Port Colborne. The view corridor into the parks and the development of the subject property is a priority for the City — refer to the Design Guidelines for View Corridor requirements.
4. Major Parks and Open Space – The commitment to parks and open space is key to leveraging value for investment in the East Waterfront.
5. Active Transportation – Immediately north of the subject property is the Friendship Trail which is a key active transportation corridor that connects the East Waterfront and Port Colborne easterly to Fort Erie. The Friendship Trail provides connectivity to the Greater Niagara Circle Route for both pedestrians and cyclists. The Greater Niagara Circle Route is a key active transportation corridor that connects pedestrians and cyclists along the Welland Canal from Lake Ontario to Lake Erie. It is a priority for the City and the development of the subject property that active transportation is integrated into each development—both public and private—in the East Waterfront. Please see the Design Guidelines for more details on active transportation requirements.
6. Brownfield Redevelopment – Implementing the vision for the East Waterfront requires investment by both the City of Port Colborne and private proponents for new housing and public spaces. Reinvestment in brownfield sites for new mixed-use development and housing implements the City’s commitment to environmental stewardship of land in the East Waterfront. Please refer to the Comprehensive Community Improvement Plan, East Waterfront CIP Area section of this RFP.

3.3 Design Excellence

To implement the City's overall vision for the East Waterfront, design excellence is a high priority. Design Guidelines have been developed for the subject property are to be used by proponents to develop their vision and design to achieve the City's overall vision, goals, and objectives. Priorities include, but are not limited to, the following:

- a) Mixed commercial residential development¹
- b) Integration of the development of the subject property with the overall community through active uses at grade including windows and doors at the street level
- c) Ensuring connectivity to the public realm on Welland Street for pedestrians and cyclists to and from the proposed development
- d) Providing high quality architectural design

See separate document for urban design guidelines.

Note to Proponents: The above description is an overview of the planning framework. Proponents shall review the "Additional Resources" documents listed at the end of this section. In the case of a conflict between the above and the Additional Resources documents, the latter shall prevail.

3.4 Comprehensive Community Improvement Plan (CIP): East Waterfront CIP Area

In November 2023, the City of Port Colborne adopted a new Comprehensive Community Improvement Plan (CIP) that was completed by a CIP consultant and a Project Review Team comprised of City staff. A CIP review was undertaken to update and revise the City's CIPs to better achieve the planning and economic development goals and objectives in key City plans and policies. Also, with a greater focus on intensification, affordable housing, brownfield development, and employment lands development, it was felt by Council and staff that a comprehensive review and update of the City's CIP policies was necessary.

As part of the CIP review, project area boundaries were adjusted slightly and expanded, including the boundaries for the East Waterfront CIP area. The boundaries of the East Waterfront Secondary Plan Area have not changed. The Comprehensive CIP provides direction on the development and facilitating the implementation of the City's plan for the East Waterfront. The funding programs for the East Waterfront CIP area are:

- Environmental Site Assessment Grant
- Urban Design Study Grant
- Façade and Property Improvement Grant
- Residential Grant
- Affordable Rental Housing Grant
- Brownfield Tax Assistance

¹ Although other uses such as commercial (stand alone) and townhouses are permitted in the Official Plan, a mixed-use building is the highly preferred development approach.

- Tax Increment Grant
- Development Charge Grant

Proponents should refer to the most current program guides and application forms to understand these programs. The Comprehensive CIP is available on the City's website: www.portcolborne.ca.

3.5 Niagara Region: Incentives

Niagara Region partners with municipalities such as the City of Port Colborne to support redevelopment in key priority areas within the Region and the City. Niagara Region has a variety of incentive programs to support affordable housing, downtown development, employment lands development, and brownfield redevelopment. Proponents should contact Niagara Region Economic Development or visit their website at: www.niagaracanada.com.

3.6 Additional Resources

- City of Port Colborne Official Plan
- City of Port Colborne – East Waterfront Secondary Plan
- City of Port Colborne Zoning By-law
- Comprehensive CIP Program
- Niagara Region Incentives

3.7 Project Scope

Review Team

A City Project Review Team (PRT) has been established to receive and review the proposals before they are submitted to Council. The PRT consists of:

- Manager of Strategic Initiatives – Gary Long
- Chief Planner – Denise Landry
- Economic Development Officer – Bram Cotton
- Chief Building Official – Matthew Bowlby
- Planning Student – Hannah Walker

Site Overview

The City-owned site is located at the corner of Welland Street and Clarence Street. This gateway property is identified as a Downtown Commercial zone in the Official Plan. Pertinent information is listed below and in the attached documents. (See *Attachment 'B'* for a site map)

Address: 235-241 Welland Street, Port Colborne, Ontario

Minimum Bid Price: \$349,900

Size (all approximate): 0.37 acres

North Property Line: 184.46 ft.
East Property Line: 82.71 ft.
South Property Line: 181.35 ft.
West Property Line (Frontage): 95.03 ft.

City Stipulations: To prevent speculation and land banking, the City will require the purchaser to enter into a Right to Reconveyance Agreement that stipulates that the owner must construct a building within a 2-year time frame (or have made significant progress with construction and is working towards project completion) or the City has the right to re-acquire the property.

Other Pertinent Information: A Phase 1 ESA has been completed and is available upon request

Surrounding land uses: North – Commercial (Parkers Pub and Eatery)
East – Residential Dwellings
South – Residential Dwellings
West – Welland Street, Seaway Park, and Heavy Industrial Lands, Brennan Paving Limited (P-CH zoned lands)

Zoning Information: Downtown Commercial Zone (DC)

General

- a) No person shall use any lot or erect, alter or use any building or structure in any Downtown Commercial (DC) Zone except in accordance with the applicable provisions of Sections 2, 3 and 23.
- b) In addition to Section 23.1 (a), any lot may be subject to additional regulations or restrictions by the City, upper tier government or agencies as indicated in Section 1.3.

Permitted Uses: Allows for apartment buildings and commercial with apartments as an accessory.

Full listing of permitted uses (DC) is shown in *Attachment 'C'*.

Full listings of zoning requirements (DC) are shown in *Attachment 'D'*.

Full listings of parking requirements (DC) are shown in *Attachment 'E'*.

4.0 Project Management

The lead contact person for this project will be the City's Manager of Strategic Initiatives, Gary Long (email: Gary.Long@portcolborne.ca; telephone: 905-228-8062).

5.0 Submission

Proposals must be submitted to:

Diana Vasu, Clerks Division

Diana.Vasu@portcolborne.ca

By: Friday, April 19th, 2024, at 2:00 p.m. local time

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

Proponents should submit one (1) electronic copy by e-mail (two separate files per details below). Hard copy submissions will not be accepted. Submissions received by any other method than the one specified herein will be disqualified. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

Proposals must be submitted in two (2) separate files. The proponent should submit the following in **File #1**:

- (i) Appendix F – Submission Form
- (ii) Development Proposal

The proponent must submit the following in **File #2**:

- (iii) Offer/Purchase Price

The bid must be legible, written in ink, or typewritten. Any form of erasure, strikeout or over-writing must be initialed by the Bidder's authorized signing officer.

Key Contacts for inquiries regarding this RFP are as follows, and must be submitted **by email only**, and directed to the attention of:

Gary Long
Manager of Strategic Initiatives
Email: Gary.Long@portcolborne.ca

All proponents intending to submit a proposal are advised to register their intention at Gary.Long@portcolborne.ca to ensure access to clarifications and addendums.

City staff may clarify any aspect of a Proposal submission with the Proponent at any time after the Proposal has been opened. Any such clarification will not alter the Proposal and will not be constituted as a negotiation or renegotiation of the Proposal. The Corporation of the City of Port Colborne is not required to clarify any part of a Proposal. Any clarification of a Proposal by a Proponent shall not be effective until confirmation has been delivered in writing.

It will be the responsibility of the Proponent to clarify any details in question before submitting their Proposal.

Any Proponent finding discrepancies or omissions in the documents or having any doubts concerning the meaning or intent of any part thereof, should immediately request

clarification. Written instructions or explanations will then be sent to all proponents in the form of addenda to the RFP documents.

Proponents may, reasonably in advance of the closing date and time, inquire into and seek clarification of any requirements of this RFP. Inquiries must be directed to the attention of:

Gary Long
Manager of Strategic Initiatives
Gary.Long@portcolborne.ca

No inquiries will be taken on the Closing Date.

6.0 Proposal

Interested parties shall provide a brief Proposal, maximum 5 pages, not including the covering letter, résumés, company credentials, content page and appendices. Appendices are to be limited to résumés, project lists and corporate information.

7.0 Obligations of the Parties

The following items are general obligations of the Proponent and City:

Submission of a Proposal does not obligate the City of Port Colborne to acceptance and, as such, the City of Port Colborne reserves the right to accept or reject any Proposal, based on technical merit, interpretation of this Request for Proposal, cost effectiveness, timeliness, etc.

Acceptance of any Proposal will be subject to approval by City of Port Colborne Council. The selected Proponent will be required to enter into a written agreement with the City of Port Colborne before commencement of the project.

8.0 Proposal Evaluation

All Proposals will initially be reviewed and assessed based on non-cost criteria. A preferred proposal will be determined based on the ability to meet the requirements of this RFP. See **15.0 Evaluation and Selection of Proponents**.

9.0 Confidentiality

The City of Port Colborne will treat all bids as confidential. The City will comply with the Municipal Freedom of Information and Protection of Privacy Act, and its retention by-law pursuant to the Municipal Act, in respect of all bids. These reports will not include bid documents. The City will retain all copies of all bids successful or otherwise, and they will be destroyed in accordance with the City's Retention By-Law.

10.0 Informal/Incomplete Proposals

Proposals shall be rejected as informal/incomplete for any of the following:

- a) Late
- b) Incorrect Fee/Schedule Breakdown document
- c) Incorrect/Missing envelopes
- d) Incomplete documentation
- e) Missing/Incomplete Addendum
- f) Proposal not signed and/or sealed
- g) Proposal completed in pencil
- h) Erasures, overwriting or strikeouts not initialed

11.0 Proponent Performance (Litigation)

The Corporation may, in its sole discretion, reject a Proposal if a Proponent:

- i. Has, at any time, threatened, commenced or engaged in legal claims or litigation against the Corporation of the City of Port Colborne
- ii. Is involved in a claim or litigation initiated by the Corporation.
- iii. Previously provided goods or services to the Corporation in an unsatisfactory manner.
- iv. Has failed to satisfy an outstanding debt to the Corporation.
- v. Has a history of illegitimate, frivolous, unreasonable, or invalid claims.
- vi. Provides incomplete, unrepresentative or unsatisfactory references.
- vii. Has engaged in conduct that leads the Corporation to determine that it would not be in the Corporation's best interests to accept the Proposal.
- viii. Has a conflict of interest or that which may be viewed as a conflict of interest either with or by the Corporation.

Proponent's must sign and submit the Litigation & Conflict of Interest Statement (*Attachment 'G'*).

12.0 Exclusion

Except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

13.0 Acceptance or Rejection of Proposals

The City of Port Colborne reserves the right to discuss any and all Proposals, to request additional information from the Proponent and to accept or reject any or all Proposals, whichever is in the best interest of the City.

An award will be made to the firm, which in the opinion of the City, is best qualified to meet the City's requirements. The City will not be required to justify its decision to those firms not selected. The City will not be liable for any costs incurred by the consulting teams in the preparation of their Proposals.

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

14.0 RFP Schedule

RFP Issued	March 21 st , 2024
Deadline for questions	April 9 th , 2024
Deadline for staff response to questions	April 10 th , 2024
Submission of Proposals	April 19 th , 2024
Staff Review Proposals	April 25 th and 26 th , 2024
City Council awards contract	May 28 th , 2024

15.0 Evaluation and Selection of Proponents

Objectives

The objective of the Evaluation and Selection Process is to identify the Proposal that effectively meets the requirements of this RFP. Specifically, the Planning Framework and Policies as outlined in Section 3 of this RFP.

The City of Port Colborne has established the following general criteria for the selection of a company /proponent for this study:

- Demonstrated knowledge of developing vacant property, best practices, emerging trends, marketing and program administration;
- Adherence to the planning and development policies as highlighted in Section 3 of the RFP.
- Demonstrated understanding of the objectives of the City of Port Colborne;
- Proven ability to meet, either in-house or through sub-contractors, the project requirements on schedule and within budget;
- Proven ability to provide creative solutions and initiatives;
- Prior experience in conducting similar projects.

Project Review Team

A Project Review Team (PRT) will review and evaluate the proposals. The evaluations will be conducted using pre-determined criteria set out in this RFP. The City reserves the right to have a third party that will be subject to strict confidentiality obligations, review the Proposals to support and advise the team as necessary. Once the PRT has completed their review and evaluation, the proposals will be sent to Council to review during a closed session meeting, pursuant to Section 239 of the Municipal Act. Council will make the final decision.

Evaluation

The Proposal evaluation will be comprised of the following stages:

- Stage 1: Evaluation of Mandatory Criteria
- Stage 2: Evaluation of Technical Criteria
- Stage 3: Reference Checks of Short-Listed Proponents
- Stage 4: Evaluation of Cost Criteria

Evaluation & Selection Criteria

Stage 1 – Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected without further evaluation.

Stage 2 – Evaluation of Technical Criteria

Subject to the Project Review Team's right to reject an unacceptable Proposal under the Submission requirements; the PRT will evaluate and score the Proposal information provided. For each criterion, each Proposal will be assessed and points will be awarded on the basis of the extent to which the requirements of the RFP documents are satisfied and the comparative merit of the individual Proposal as compared to other Proposals.

Stage 3 – Reference Checks of Short-Listed Proponents

The Evaluation Committee may consult with the references of the short-listed Proponents. Based on the feedback from references, the technical ratings may be adjusted.

Stage 4 – Evaluation of Cost Criteria

Evaluation of cost criteria will be conducted after evaluation of the technical criteria and references.

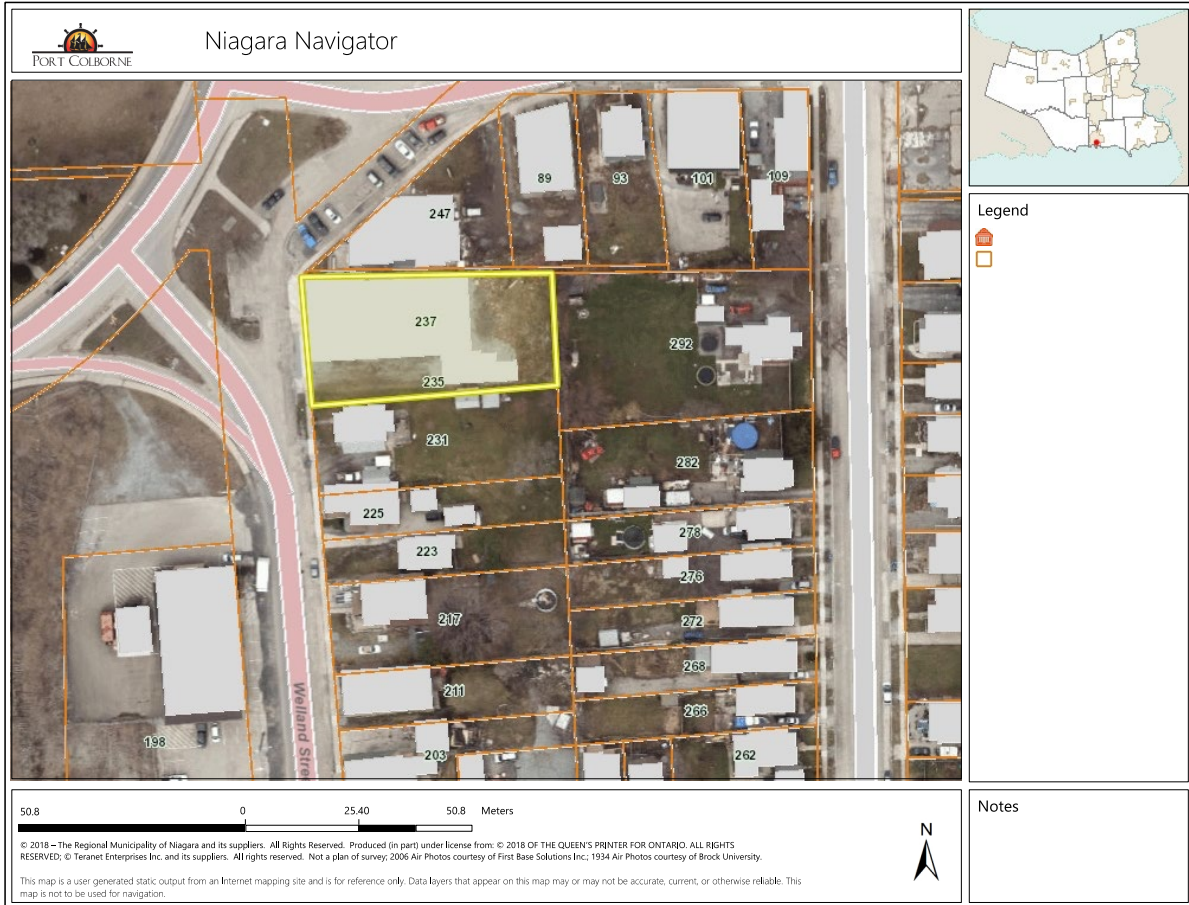
Additional Information

The PRT may, at its discretion, verify and make inquiries with respect to references given by a Proponent, and request clarifications or additional information with respect to any Proposal. The PRT may make such requests to only selected Proposals without making the same requests for all Proposals. The PRT may consider such clarifications or additional information in evaluating a Proposal.

Attachment 'A'
Mixed-Use Development

See separate document for urban design guidelines.

Attachment 'B' Site Map



Attachment 'C'
Permitted Uses

The following list outlines the permitted uses for a Downtown Commercial Zone (DC) property.

- a) Animal Care Establishment;
- b) Apartment Building;
- c) Apartment Building, Public;
- d) Brew Pub;
- e) Day Care;
- f) Drive-Thru Facility;
- g) Dwelling, Accessory
- h) Existing Motor Vehicle Gas Station;
- i) Existing Motor Vehicle Repair Garage;
- j) Food Vehicle;
- k) Hotel;
- l) Medical Clinic;
- m) Office;
- n) Personal Service Business;
- o) Place of Assembly/Banquet Hall;
- p) Place of Worship;
- q) Private Club;
- r) Public Use;
- s) Recreation Facility;
- t) Restaurant, Fast Food;
- u) Restaurant, Full-Service;
- v) Restaurant, Take-Out;
- w) Retail Store;
- x) Service Commercial;
- y) Social Service Facility;
- z) Studio;
- aa) Veterinary Clinic; and
- bb) Uses, structures and buildings accessory thereto

Attachment 'D'
Zoning Requirements (DC)

Zone Requirements

Minimum Lot Frontage	No minimum
Minimum Lot Frontage where used for Residential Purposes	6 metres
Minimum Lot Area	No minimum
Minimum Front Yard	No minimum
Minimum Interior Side Yard	No minimum
Minimum Interior Side Yard abutting a Residential Zone	No minimum
Minimum Corner Side Yard	No minimum
Minimum Rear Yard	No minimum
Maximum Height	26 metres
Maximum Gross Floor Area	100% of the lot area

Additional Zone Requirements - Apartment Building, Apartment Building, Public

Minimum Lot Frontage	18 metres
Minimum Lot Area per Unit	No minimum
Minimum Front Yard	No minimum
Minimum Interior Side Yard	No minimum
Minimum Corner Side Yard	No minimum
Minimum Rear Yard	No minimum
Maximum Lot Coverage	No minimum
Maximum Height	26 metres
Minimum Landscaped Area	25 percent
Minimum Floor Area for a Unit	50 square metres

Additional Zone Requirements – Dwelling, Accessory

Max Percent of Total Gross Floor Area	200 percent of the lot area
Minimum Floor Area	50 square metres
There is no maximum amount of accessory residential units in the same building provided required parking can be provided under Section 3 for each dwelling unit.	
An accessory residential unit is only permitted above downtown commercial uses.	

Additional Zone Requirements – Attached Accessory Use

Max Percent of Total Gross Floor Area	50 percent
---------------------------------------	------------

Attachment 'E'
Parking Requirements (DC)

- a) With the exception of buildings containing dwelling units, all lands zoned Downtown Commercial shall be exempt from the parking and loading requirements of this By-law.

- b) Buildings containing residential dwelling units will be subject to the residential parking provisions of Section 4 of this By-law.

Attachment 'F'
Submission Form

1. Proponent Information

Please fill out the following form, naming one (1) person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the City and the proponent unless and until the City and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the City prior to the Deadline for Issuing Addenda.

6. Communication with Competitors

For the purposes of this RFP, the word “competitor” includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- a) it has prepared its proposal independently from, and without consultation, communication, agreement, or arrangement with any competitor, including, but not limited to, consultation, communication, agreement, or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors, or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications, or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal that does not meet the mandatory technical requirements or specifications of the RFP; and

- b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one (1) or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in Section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the City within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the advisers retained by the City to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

CONTENTS

1.0 INTRODUCTION	5
1.1 Intent and Application	6
2.2 Site Context	6
2.2.1 Context Analysis	7
2.0 VISION AND GUIDING PRINCIPLES	9
2.1 Vision Statement	10
2.2 Guiding Principles	10
3.0 DESIGN PRIORITIES	15
3.1 Key Design and Development Requirements	16
4.0 SITE ORGANIZATION AND DESIGN	18
4.1 Building Location and Orientation	19
4.2 Active Transportation Friendly Design	20
4.2.1 Pedestrian Connections	21
4.2.2 Bicycle Access and Parking	22
4.2.3 Universal Accessibility	24
4.3 Site Access & Parking	25
4.3.1 Driveways	25
4.3.2 Parking Areas	25

CONTENTS

4.4	Landscaping	27
4.5	Public Realm Interface	29
4.5.1	Street Furnishings	29
4.5.2	Road Widening Requirements	30
4.6	Site Lighting	31
4.7	Climate Responsive Design	32
4.7.1	Sustainable Building Design	32
4.7.2	Sustainable Material Choice	33
4.8	Contextual Considerations	34
5.0	Mixed-Use & Residential Building Design Guidelines	36
5.1	Mixed-use Building	37
5.2	Residential Building	38
5.2.1	Apartments	38
5.2.2	Townhouses	39
5.3	Building Setbacks	40
5.4	Architectural Features and Façade Treatment	42
5.4.1	Walls, Windows, and Balconies	42
5.4.2	Building Projections and Balconies	43

CONTENTS

5.5 Building Height	44
5.6 Amenity Spaces	45
5.7 Mechanical Equipment and Utilities	46
5.8 Compatibility with Industrial Lands	47
6.0 Guidelines for Commercial Building	48
6.1 Building Height	49
6.2 Signage	50
6.3 Buffering	50
6.4 Parking, Loading & Servicing Areas	50
7.0 Implementation	51 -52

1

INTRODUCTION

1

1.1 Intent and Application

The 235-241 Welland Street Urban Design Guidelines (the ‘Guidelines’) provide a design framework applicable to any new development located on 235-241 Welland Street in Port Colborne. These guidelines provide design directions for potential new buildings and site development to promote the creation of high-quality spaces for people, which reflect the unique East Waterfront Secondary Plan context.

The Guidelines will serve as an assessment tool during the design review process for new developments on this site. Although these guidelines are not regulatory, they are intended to be used by City staff and other decision makers in the design and review of new development proposals for this site. Proponents of new development are expected to utilize these design guidelines in the site planning of this property.

1.2 Site Context

Port Colborne is a historic community tied closely to the industries and communities that developed along the Welland Canal. The current urban area of Port Colborne is located at the southern end of the municipality, centred on the Welland Canal, and consists of a variety of residential neighbourhoods, downtown, historic core areas and various commercial and industrial areas.

As the City of Port Colborne grows, the design of new developments must respond to the contextual circumstances in order to pioneer change that benefits the community over time and achieves the City’s placemaking goals. Within this context, new developments will be subject to higher design standards and strive towards achieving complete, walkable and healthy communities. This is done through consideration of the adjacent built form and uses, street interface, circulation networks and active transportation options.



1.2.1 Context Analysis

The site is part of the East Waterfront Secondary Plan and lies at the intersection of Welland Street, Clarence Street and Durham Street. It is also walkable to Downtown Port Colborne which provides a high locational advantage.

To the north of the site lies The Friendship Trail which extends over a distance of 27 kms from Port Colborne to Fort Erie. The nearest park from the site is Victoria Park and there are several landmarks within a walkable distance such as the Port Colborne Historical & Marine Museum, Port Colborne Public Library, and the Former L.J. Shickluna Service Station.

The East Waterfront Secondary Plan also includes a parks and open space near the site. The unique blend of these factors brings forth significant public realm design opportunities and responsibilities. A further analysis of the site context considers a 400-800 metre radius, which provides important cues regarding relationships between circulation networks, natural connections, open spaces, buildings, transitions, and buffers. This radius is a 5-to-10-minute walk and will incorporate key features or places that will be used by future users of the site as demonstrated in **Figure 1**.

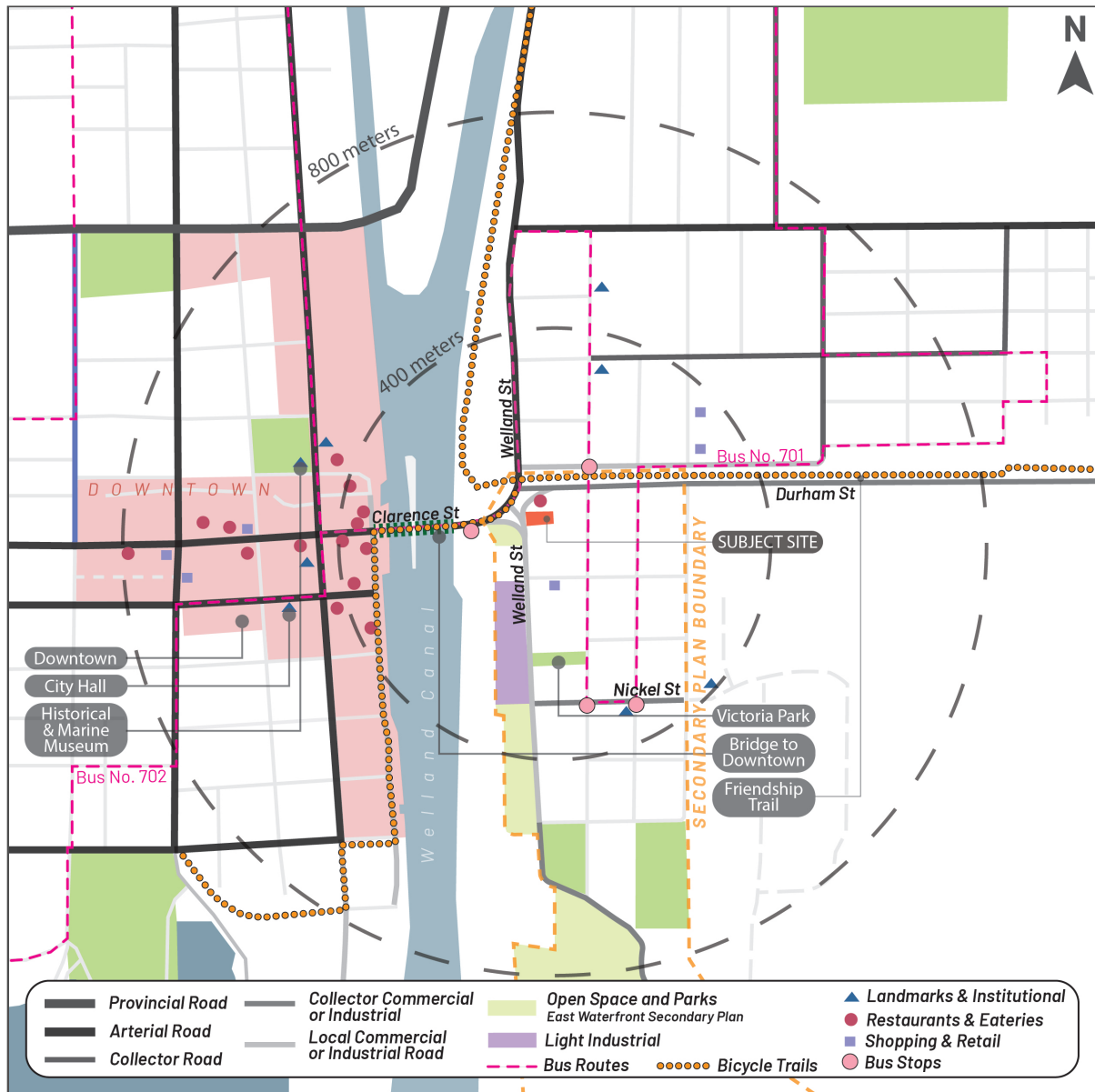


Figure 1: Context Mapping

2

VISION AND GUIDING PRINCIPLES

2

2.1 Vision Statement

The Long-term Vision for the East Waterfront states that:

The proposed long-term vision for the East Waterfront responds to the opportunities for improvements and supports the community's goals for the area. It calls for green streets and open spaces that will create the setting for neighbourhood renewal, infill development and a variety of lakefront experiences.

2.1 Guiding Principles

Connecting Downtown Port Colborne and the East Waterfront

Downtown Port Colborne and the East Waterfront are connected communities through their shared street network, shared public spaces and parks, and the shared frontage and access to the Welland Canal. Downtown Port Colborne is within a 5-minute walk of the East Waterfront site and, conversely, the East Waterfront is a 5-minute walk from downtown Port Colborne. A key priority is creating an east-west symmetry between Downtown Port Colborne and the mixed-use areas in the East Waterfront Secondary Plan through planning and urban design in both communities. It is important that the new building be a “destination development” that attracts people to future businesses, both within the development and the surrounding establishments in the neighbourhood.

2

Mixed Use Areas

“This designation would apply to the properties along Nickel Street and Durham Street and would permit neighbourhood oriented, small-scale commercial uses, townhouses and apartment buildings of 2-5 storeys. Buildings that combine commercial uses on the ground floor and residential units on upper floors should be encouraged. All buildings should be required to address and frame the street, with parking located at the side or rear.” - quote from East Waterfront Secondary Plan

Clarence/Welland/Durham Intersection

“The intersection of Clarence Street, Welland Street and Durham Street should be improved to make the area feel more safe and inviting to pedestrians and cyclists, create a more attractive gateway to the East Village, and address any vehicular traffic issues stemming from the current configuration. ... Improvements should include boulevard landscaping...” - quote from East Waterfront Secondary Plan

Create a Landmark/Visual Anchor

Because of its location as a gateway to the East Waterfront, 231-245 Welland Street has always been considered a site of strategic importance within the overall East Waterfront Area. The site offers high visibility and prominence from the Clarence Street bridge towards Welland Street. There is an opportunity to create active placemaking through considerations such as a building that addresses the street, high-quality façade treatments, street connectivity, and more.

2

Further, Section 5.2 Public Realm Improvement Strategy of the East Waterfront Plan identifies the land to be along Clarence/Welland/Durham Intersection as part of their Long-term Projects. The Welland Street Streetscape is recognized as a Priority Project, with proposed improvements including:

- *repairs to sidewalks, curbs and the roadway, where needed*
- *upgrading of storm sewer infrastructure, where needed*
- *designation of the street as a bike route, with signage indicating as such*
- *planting of street trees on both sides of the street, generally spaced 6-9 metres apart, on centre.*

Although the portion of Welland Street abutting the site is not identified for streetscape improvements, this Guideline encourages that portion to be included for seamless integration of the planned improvements.

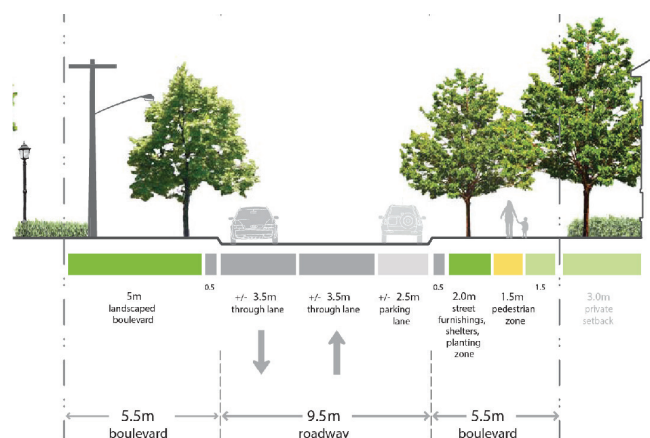


Figure 3A : Proposed Welland Street Section – East Waterfront Secondary Plan.
Image credit: Urban Strategies Inc.



Figure 3B : Proposed Public Realm Strategy – East Waterfront Secondary Plan.
 Images used created by Urban Strategies Inc.

3

DESIGN PRIORITIES

3

3.1 Key Design and Development Requirements



Figure 4 : Site Prominence from Clarence Street Bridge

Image Credit: Google Earth

Because of its location as gateway to the East Village, 231-245 Welland Street has always been considered a site of strategic importance within the overall East Waterfront Area.

1. This Guideline reinforces the view/vista from the Clarence Street bridge towards Welland Street as the significant view terminus. Recognizing the high visibility and prominence, the potential residential or mixed-use development requires a high-quality design in order to achieve/create a landmark/visual anchor.

3

-
2. New development shall animate the surrounding pedestrian areas with unique active uses at the street level and create a high-quality, accessible public realm.
 3. New multi-storey residential development shall offer a high quality of life for residents of all ages including family-friendly units design.
 4. New development shall provide appropriate transition and sufficient separation distances between development on the surrounding blocks.
 5. New development must enhance the streetscape and building design on Welland Street.
 6. New development must provide visual and physical connectivity to the surrounding public places – Friendship Trail, Clarence Street Bridge, Victoria Park, Welland Canal, Welland Canal Park.

4

**SITE ORGANIZATION
AND DESIGN**

4

4.1 Building Location and Orientation

New development shall be positioned to frame the adjacent street, open spaces and amenity areas while minimizing the visual impact of parking, servicing, and loading areas.

1. New development shall front on and be oriented to the street and shall be located close to the street edge.
2. Primary building entrances shall be clearly visible and directly connect to the sidewalk along the frontage of the building. Entries at grade shall be maximized to create visual interest and animate the sidewalk. Entrances should be weather protected by incorporating measures such as canopies, awnings, or overhangs.
3. Elevations oriented towards the street shall include active uses with clear fenestration to address the street. Back of house uses and/or their service door entrances shall not be permitted along the street frontage.
4. To support street tree planting and outdoor uses (e.g. patio spaces) along Welland Street, some added building setback of up to 3.0 metres is encouraged.
5. Building frontage should wherever possible cover the full width of the property. Allowances will be made to accommodate driveway access to parking/service areas.
6. The Building should be located and oriented to reduce heat gain, and to maximize natural light within the building.
7. Where possible, taller building elements should be located in a manner that reduces shadow cast on adjacent properties.
8. Building location and orientation should maintain 5 hours of consecutive sunlight along Welland Street.

4



Figure 5 : Examples of façade articulation through the use of upper level step-backs, materials and colours that helps to break-up building massing and provide visual interest. Image credit: (Left) Turett Collaborative Architects - Tribeca Townhouse, New York; (Right) BDP Quadrangle – Biblio, Toronto

4.2 Active Transportation Friendly Design

Accessible streets and cycling connections are key to reducing the City’s dependence on single occupant vehicles and reducing greenhouse gas emissions. Existing connections should be coordinated with the future site development to ensure an active circulation network between the public and private realm.

4

4.2.1 Pedestrian Connections

1. A pedestrian connection is required from the buildings in the rear to the front of the building and to the public sidewalk.
2. Internal walkways should be separated from vehicle traffic, through a combination of grade change, different paving material or landscaping, for the safe movement of pedestrians and vehicles.
3. Pedestrian access should be well lit and be designed to have clear visibility.
4. Such accesses should be constructed of hardscape materials, including concrete and asphalt, in order to provide accessibility to those using mobility assistance devices.



Figure 6 : Example of separated pedestrian connection.
Image credit: Territori 24 - Segre Street in Malgrat de Mar,
Barcelona

4

4.2.2 Bicycle Access and Parking



Figure 7 : Example of separated pedestrian connection and residential bike parking located at grade and near building entrance. Image credit: Kettal's Bike Parking Pavilion

1. Bike access to parking areas must be inviting, convenient and safe to encourage cycling.
2. Bicycle parking areas should be co-located with elevators or entrances to ensure they are located along the path of travel.

4

-
3. Bicycle parking can be provided in bike parking rooms or with external locking areas. Bike Parking is ideally located at grade and easily accessed from the street by residents.
 4. Short-term bike parking shall be provided and shall be visible from and close to the entrance it serves. Weather protected parking is recommended as it makes bicycle transportation more viable for daily and year-round use.
 5. A bicycle parking space should be 1.8 metres long by 0.6 metres wide with a minimum vertical clearance from the ground of 1.9 metres. A minimum 1.0-metre clearance between the centre of the bike rack and the building is required.
 6. Bicycle parking spaces shall be in accordance with the zoning by-law. The design should utilize the Region's Smart Growth Criteria for Buildings greater than 5 storeys, which specifies bike parking and storage facilities related to residential, commercial and office uses. This will assist in supporting the project's eligibility for Smart Growth funding from Niagara Region.

4

4.2.3 Universal Accessibility

1. Provide direct, universal access from the existing public sidewalk for entrances to commercial uses and shared lobbies of residential uses.
2. Secondary site access should be provided where ramping and auxiliary pedestrian pathways are possible.
3. Barrier free design shall be employed for public areas accessed directly from the public right-of-way.
4. All main building entries shall provide wheelchair accessible routes to Welland Street.
5. Secondary entrances should be wheelchair accessible.
6. Wheelchair ramps and designated parking spaces shall be provided where appropriate.

4

4.3 Site Access & Parking

Driveways provide access to parking, servicing, and loading functions that are located away from the public street. These are highly functional spaces and should be designed to accommodate a safe environment.

4.3.1 Driveways

1. Where vehicular access is required from the front to the rear of the property, reduced standards for driveway widths shall be encouraged (7.5 metres maximum or minimum width permitted in the zoning by-law).
2. Driveways onto the public street should be consolidated to maximize potential tree planting and landscaped zones along the street and to reduce interruptions in the pedestrian realm.
3. Pedestrian facilities should be continuous across the driveway entrance.

4.3.2 Parking Areas

1. Parking space requirements shall be in accordance with the zoning by-law. However, parking reductions may be considered through the provision of regular and reliable access to transit and active transportation, including on-site bicycle parking (both for residents and for short-term use by visitors/customers).
2. The parking area for the development shall be placed at the rear or underground to maintain a continuous building edge and a pedestrian realm friendly environment.
3. Preferential parking, including accessible parking stalls, bicycles, car-share, energy efficient vehicles, shall be located close to building entrances.
4. Defined walkways shall be provided to provide a safe connection between parking areas and entries to the building.

4

5. Where surface parking is located next to a property line, it shall be screened by a landscaped buffer and set back a minimum of 1.5 metres.
6. The parking area should be visually screened from the surrounding public street, sidewalk, parks, and other public properties using fences, plants, planters, or similar means. Planting one tree for every five parking spaces is recommended. Trees can be clustered to facilitate snow clearing or could be provided throughout the lot to shade cars, pedestrians, and paving.



Figure 8 : Example of a parking area screened from surrounding uses.

Image credit: Métropole Architecture Paysage - Parc des Viennes, Nogent-le-Rotrou in France

4

4.4 Landscaping

New development is necessary to meet the landscaped area zoning requirement by incorporating trees and other plant materials that support the management of stormwater, absorption of noise and cooling of the immediate urban space. Landscaped spaces should be provided to enrich the pedestrian experience, enhance the visual image of the site, and improve the overall ecological function.

1. Group trees and shrubs to frame and soften building elevations and to add visual interest to blank façades, maintain a pedestrian scale, and provide definition to walkways.
2. Trees at the street edge should generally be deciduous. Coniferous trees may also be used but only in instances where they do not block street views from buildings.
3. Detailed design for planting and landscape typologies should consider all seasons. Planting should be low maintenance and salt resistant.
4. Irrigation plans should avoid the use of potable water and rely on passive irrigation.
5. Native planting is encouraged to reduce requirements for irrigation or fertilizers to flourish. Drought-tolerant plant materials should be used to further minimize irrigation needs. Please refer to Niagara Peninsula Conservation Authority Guide to Native Plants for a complete list¹
6. The selection of paving should consider materials that allow for water infiltration to minimize runoff. Permeable paving is not considered to be soft landscape.
7. Consider the use of landscaped space in residential developments for outdoor amenity area and food production.

¹Niagara Peninsula Conservation Authority Guide to Native Plants: http://ourniagarariver.ca/wpcontent/uploads/2016/03/14047-NPCA-Plant-Guide-Jan2015.pdf?fbclid=IwAR2_nOeIn5Gwn0AFQiN29OfQTI-Lv2HjHMkcMUFLHmMavuHJgqd-VB7vTfQ

4

Stormwater Management Works

8. Grading should prevent stormwater runoff into the public realm.
9. Minimizing stormwater runoff should be addressed with a focus on Low Impact Development (L.I.D.) that increases infiltration and improves water quality. Implementation of L.I.D. measures should be based on an analysis of soil types and potential for infiltration, as well as topography, visibility, etc.

Landscape Screening

10. Planting as buffers for wind, visual screening and privacy are recommended where applicable.
11. Fencing in the form of walls, plantings or hedges are discouraged in areas facing the public realm. Such treatments should not limit the safety, visibility, or sense of security of a pedestrian, cyclist or driver. If required, fencing shall not exceed 1.0m to not obscure pedestrian views.



Figure 9 : Example of a low height fence along the site frontage. Image credit: Magzhouse.com

4

4.5 Public Realm Interface

4.5.1 Street Furnishings

The Welland Street Streetscape is anticipated to include a 2.0-metre-wide zone for street furnishings, shelters and plantings as per the East Waterfront Plan. The design of the future development should complement the City's street furnishing expectations for this area.

1. Provide furnishings and lighting near building entrances and on-site pathways where appropriate.
2. Complementary furnishings like benches, pedestrian lighting and waste receptacles should be clustered.
3. When installing sidewalk furnishings, maintain pedestrian through zone. Furnishings should not obstruct pedestrian, vehicle or cyclist circulation and sight lines or hinder sidewalk and snow removal.
4. Where multiple furnishings are provided, they should be selected from a consistent family or from the City's standard furnishings.
5. Seating areas should be coordinated with tree planting to provide shade.
6. Where waste receptacles are provided, they should provide multiple streams to sort waste.

4

4.5.2 Road Widening Requirements

As of the date of the Guidelines, the City does not take road widenings for any street, notwithstanding the stated road right-of-way width in the Official Plan. Notably, the Official Plan stipulates the following concerning Welland Street classification and Right-of-way widths.

Official Plan Reference	Relevant Policy
Schedule D: Transportation	Welland Street is identified as Local Commercial or Industrial
Section 9.1.2 a)	Typical Right-of-way Width for Local Commercial or Industrial Road: 26 metres
Section 9.1.2 d)	Local road widening dedications will be in accordance with the City's Road Widening Dedication By-law and related policies, and Regional road widening dedications will be in accordance with Regional Policies

4

4.6 Site Lighting

Incorporate site lighting to enhance safety and accentuate site features.

1. Design site lighting that considers all building and user needs. Particular attention is to be paid to pedestrian areas, driveways, parking areas and building entrances.
2. Lighting can be used to accent special features, such as building features, landscape and signage. Mounted lighting must be provided on the ground level to illuminate storefronts and any projections such as decks and porches. Soft/ dim façade lighting is encouraged to establish the landmark location of the building.
3. Choose light standards for their longevity, quality of materials, resilience to Canadian winters and de-icing salt, as well as for style, scale, and lighting measures.
4. The design and location of lighting should consider sustainability and the impacts of light pollution, including energy efficiency, induction lighting and solar powered reflectors and sensors.
5. All streetscape lighting should be “dark sky” friendly to minimize light pollution.
6. Light fixtures should be selected in accordance with existing City engineering standards and should consider all maintenance ramifications.

4

4.7 Climate Responsive Design

New development should consider optimizing sustainable design techniques to reduce its environmental footprint in the context of urbanization.

4.7.1 Sustainable Building Design

1. Green building technologies will be encouraged, including reference to Leadership in Energy and Environmental Design (LEED) as promoted by the Canada Green Building Council.
2. New development is encouraged to reduce the energy consumption of building and site systems (HVAC, hot water, and lighting) using appropriate mechanical and construction technology (natural cooling, light recovery, passive solar design, etc.).
3. Water use reduction technologies are encouraged, including water-efficient appliances.
4. Wastewater technologies, such as rain barrels or cisterns, are encouraged in the new building to collect and filter rainwater to be recycled for non-potable domestic uses.
5. New development should have conveniently located waste management facilities to support the separation of waste into different streams according to the Region's reuse and recycling regulation.
6. The proponent is encouraged to review and, where possible, implement the Region's Smart Growth Criteria for Buildings greater than 5 storeys that list features to help conserve energy and resources, and reduce greenhouse gas emissions.



Figure 10 : Example of a Rainwater Collection System. Image credit: Regentonnenshop.de

4

4.7.2 Sustainable Material Choice

1. Where possible, construction materials should be recycled to reduce the environmental impacts of extracting and manufacturing new materials. Efforts should be made to purchase materials from demolition sales, salvage contractors and used materials dealers.
2. New construction materials should be locally sourced to reduce the impacts of transportation. Canadian products are generally designed to withstand our climate.
3. Construction materials should be durable and should be considerate of life cycle costing to avoid premature replacement.
4. Site design should minimize impervious hard surfaces. The surface area of driveways and parking areas should be as small as possible within allowable standards, and porous pavement and landscaped areas should be maximized.

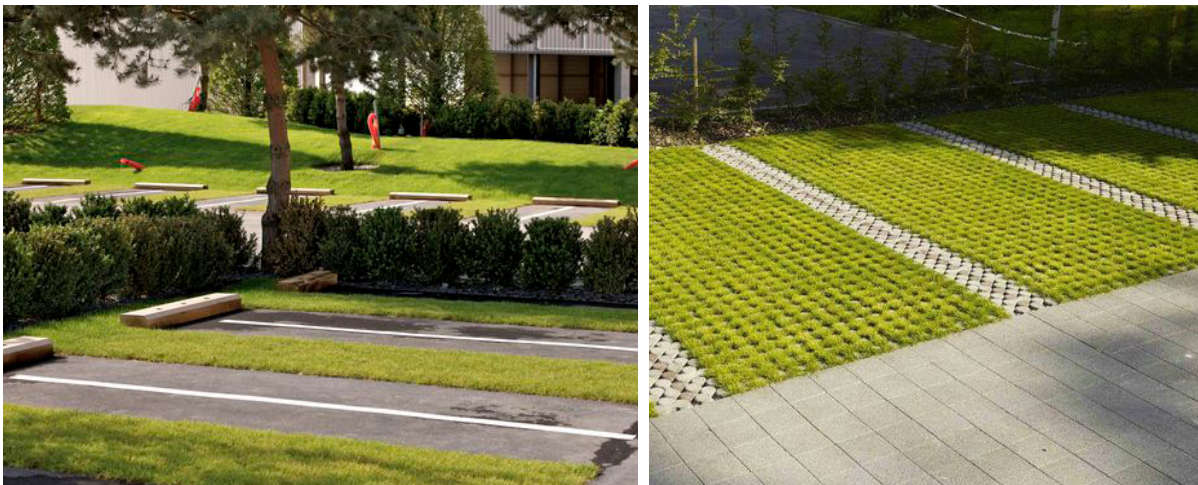


Figure 11: Porous Pavement Ideas in Parking Areas. Image credits: (Left) Paul Arène - Atoll, Beaucouze in France; (Right) Uploaded by Fragmenti Design Studio

4

4.8 Contextual Considerations

New buildings should be developed with consideration for the surrounding context. Building design should respect the existing and planned built form and public realm context while improving the quality of the site.

With the Surrounding Dwellings

1. Ensure new development complements the existing and planned context and provides an appropriate transition to surrounding lower-scale buildings.
2. Building massing should be scaled to create appropriate and graduated transitions to neighbouring built form. Abrupt changes in scale are to be avoided. This can be achieved through the configuration of the building envelope that creates stepped built form to achieve smooth transitions.
3. Design and locate new development to ensure adequate access to sunlight and sky view for the surrounding context of buildings.
4. Buildings taller than 3 storeys are subject to an angular plane setback of 45 degrees, measured from the limits of the road allowance on the western side of Welland Street for the front property line and at the rear property line, projected 4 meters above the existing grade. A shadow study may be required at the discretion of City staff, where a development application could result in additional shadowing on the surrounding low density residential areas.
5. Buffers should be located at the perimeter of the property line adjacent to parking areas to accommodate landscaping and tree planting.

4

With the Streetscape Interface

1. The ground floor of the building must provide active, grade-related uses to promote an animated and safe public realm.
2. Incorporate sufficient glazing and landscape design to promote natural surveillance and views towards public and private areas.
3. Usable semi-private spaces should be located as direct edges to the street to demarcate amenable transition from public to private property.



Figure 12: Active & Grade-related uses animating the public realm. Image credit: Opus Group – The Foundry in Ames, Iowa

5

MIXED-USE AND RESIDENTIAL BUILDING DESIGN GUIDELINES

5

Although the Official Plan contemplates a variety of residential typologies, the preferred housing form is a mixed-use or standalone residential building in compliance with the site's zoning.

5.1 Mixed-use Building

A mixed-use building will assist in realizing the East Waterfront Secondary Plan and creating a diversity of housing options and a greater mix of uses. A range of typologies, including Low-Rise and Mid-Rise buildings can be supported.

1. Commercial uses at the ground level should have individual unit entrances accessed directly from the street. Upper-level residential units - or office units, in the case of live/work buildings - may be accessed from a shared lobby entrance.
2. In general, ground floors should be a minimum of 4.5 metres in height and building systems should be designed to accommodate a range of uses over time.
3. Building entrances should avoid grade changes from the public sidewalk to ensure that grade level retail, office and commercial units and upper-level residential units can be accessed by all.

5

5.2 Residential Building

A residential apartment building will provide a range of at-grade and upper-level housing options.

5.2.1 Apartments

1. Residential apartment buildings may include units that are accessed by a shared entrance and internal corridors, or a mix of grade-level townhouse units with individual entrances and upper-level apartment-style units.
2. Ground-related residential units should consider having adequate separation from the sidewalk to ensure a clear distinction between the public and private realm.
3. The design should also allow for the potential to convert these residential areas to commercial uses in the future.
4. The ground floor of the residential units shall have 4.5 metres as the minimum floor-to-floor height and may have individual entrances that can be level with the sidewalk.
5. Residential apartment buildings should provide a range of unit sizes, including family-sized units of three bedrooms or more.



Figure 13 : Example of Ground-related Residential Units. Image credit: MARCH – 111 Leroy in downtown New York City

5

5.2.2 Townhouses

Townhouse development is not the preferred housing form for the site. Proposals for townhouses shall require a Zoning By-law Amendment application and Site Plan application to be approved by Council. Both rezoning and Site Plan applications shall address the following:

1. Townhouses should create residential streetscapes with individual building entrances and elements like front yard landscapes, tree planting, and porches to reflect the character of established neighbourhood.
2. Townhouse-style units provided at the ground floor should be designed and expressed as individual units using materials and facade articulation.
3. To orient new dwellings towards Welland Street and maximize development opportunities on the site, the proposal shall be a Private Road Development. For this Guideline, Private Road Development means townhouse blocks of 4 or more primary dwellings wherein each dwelling unit may or may not have lot frontage on a private or public road. Each townhouse block will be limited to a maximum of 8 units (6 preferred). Where 8 units are proposed in a block, each unit's width should not exceed 6.5 m.
4. All parking shall be located towards the rear and away from the public realm, and accessed from the private road.
5. Townhouses should provide a high level of facade treatment on all building facades that are visible from the public realm, adjacent buildings, or other townhouse groupings.
6. Front porches may be provided for grade level townhouse units.
7. Common amenity spaces should be aggregated into areas no less than 50m² with a width to depth ratio no greater than 4:1. A minimum of 5.2 m² of common amenity space or 10m² for stacked townhouses should be provided per dwelling unit.

5

5.3 Building Setbacks

- 1. Front Yard:** All residential front yards should have a minimum 1.5 metre “no encroachment” area. The balance of the setback may be encroached with non-interior building elements including porches, steps, roof elements, etc.
- 2. Side Yard:** Side yard setbacks should be a minimum of 1.2 metres. The north lot line abutting a non-residential use the minimum interior side yard setback should be 1.5m.
- 3. Rear Yard:** For the east lot line, abutting existing residential properties, a minimum 7.5 metre rear yard setback is required. Decks/porches and garden sheds are permitted as rear yard encroachments.



Figure 14 : Site Design Opportunities

5

5.4 Architectural Features and Façade Treatment

As the site is located at the intersection of Welland Street, Clarence Street and Durham Street, it is crucial to employ building elements and details that reinforce the landmark position of the building.

5.4.1 Walls, Windows, and Balconies

1. A significant amount of glazing should be provided within the ground floor and lower building levels to permit views of indoor uses, create visual interest for pedestrians and contribute to passive observation of the street.
2. Clearly identify the base, middle and top of the building through fenestration and architectural elements. Similarly, create a clear distinction between the different land uses within the same development (retail, offices, residential, etc.)
3. 75% clear glazing is required for the commercial component of the proposed development at grade.
4. Flanking walls should include at least 20% surface window area.
5. The upper levels may be expressed through additional step backs, roof treatments, overhangs or cornice lines.

5

5.4.2 Building Projections and Balconies

1. Building projections such as stairs, porches and decks are encouraged as transitional building elements that provide weather protection, access, and active amenity spaces.
2. Porch and deck dimensions should be large enough to accommodate furnishings and ensure their active use. The minimum depth for porches and decks should be 2.0m.
3. Private balconies should be provided for residential use on upper levels where there is adequate sunlight and opportunity for views into the City's natural landmarks or open spaces. Micro-climate conditions should be considered in locating balconies.
4. Balconies should be inset within the primary facade instead of projecting wherever possible. Balconies should have a minimum depth of 1.5 metres, in order to be functional.



Figure 15 : Building with integrated balconies. Image credits: (Left) Infocus Architects - 340-342 Chauncey Street in Brooklyn; (Right) SERA Architects - NW 19th & Quimby in Portland Oregon

5

5.5 Building Height

Building height and massing affect the quality of the streetscape and play a key role in defining the pedestrian experience. Buildings along Welland Street are envisioned to be pedestrian scaled and articulated to support active and animated street edges.

1. Buildings will have a minimum height of 4 storeys, with a preferred height of 4 storeys or more.
2. Where heights exceed 3 storeys, a stepback of 2.0 - 3.0 metres shall be provided, beginning with the 4th storey.
3. Ground floors shall have a minimum height of 4.5m to provide flexibility for retail/commercial uses and a pedestrian-scaled edge.
4. To provide sensitive transition of built form massing, every building abutting low density residential uses, will be subject to a 45-degree angular plane, measured from the limits of the road allowance on the western side of Welland Street for the front property line and at the rear property line, projected 4 metres above the existing grade.

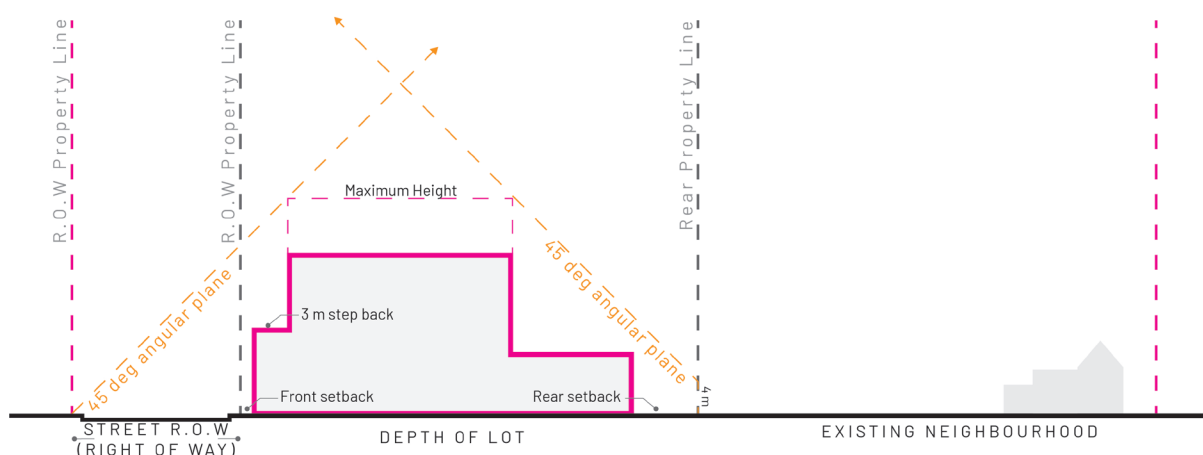


Figure 16 : Sensitive transition between street and existing residential neighbourhood through angular plane

5

5.6 Amenity Spaces

Common amenity spaces should provide multiple uses and functional spaces for people of all ages, including children. They should be designed to read as distinct from the public realm but accessible to all building residents.

1. Amenity areas should be provided wherever possible, either at the side, or rear of the building. Outdoor amenity space is preferably located adjacent to indoor recreation space, in view of residential units, and at a location that receives direct sunlight.
2. Rooftop amenity spaces are encouraged as usable common amenity space.

5

5.7 Mechanical Equipment and Utilities

1. Rooftop mechanical equipment shall be screened from public view through location, integration into the architectural design or enclosures clad in complementary materials/colours to the building.
2. Wherever possible, transformers and other utilities should be located within the building, screened from public view or located inconspicuously within the property. Transformers and other utilities shall not be located at the front of the building.
3. Mechanical and communications equipment shall be hidden from the street and contained within the 45-degree angular plane.



Figure 17 : Screen Mechanical Equipment Using Complementary Materials/Colours.
Image credit: Costco.ca

5

5.8 Compatibility with Industrial Lands

The proposed development should respect and enhance the existing character and context of an area.

The proposed development should also take the lands designated for industrial use into consideration. Intentional design measures to minimize the disruption of commercial and residential activities should be a part of any proposed development on the site. Such measures could include but are not limited to landscaping, screening and fencing.

Supporting studies dealing with matters of land use compatibility such as a noise study, dust study and vibration study may also be required as per the City's discretion.

6

**GUIDELINES FOR
COMMERCIAL
BUILDINGS**

6

The Official Plan and zoning permit small-scale commercial uses on this site. The following guidelines will assist in establishing the key design priorities.

1. Developments should incorporate a variety of retail unit sizes and building formats.
2. Commercial buildings shall contribute to active and vibrant streetscapes by locating primary entrances to address public streets, visually and physically connecting interior uses with exterior uses through glazing and spill-out spaces, and providing landscape and pedestrian and cycling amenities, including bike parking.
3. Where the building faces both the public street and an internal parking area, the preference is that primary entrances should be provided on both frontages. At a minimum, both facades are required to be predominantly glazed with visual connections between the interior of the retail unit and the street. Where fronting onto both sides is not possible, allow for one row of parking between the building and the public road, and provide frontage there.
4. Incorporate outdoor seating, gathering spaces, pedestrian lighting, and other amenities to create a vibrant and urban character.

6.1 Building Height

1. Commercial uses should have a ground floor height of at least 4.5 metres to provide flexibility for retail/commercial uses and a pedestrian-scaled edge.
2. A Commercial building should have a minimum height of 4 storeys.

6

6.2 Signage

1. Commercial signs should be of high quality, complementary to the historic character of the Downtown/East Waterfront and not backlit.
2. Retail signage should be designed as an integral component of the building design and should not overwhelm the building and/or storefront.
3. Large-scale advertising such as billboards are discouraged.
4. Highly animated and illuminated digital signage is not permitted as abutting residential uses can be impacted.

6.3 Buffering

1. Buffering shall be provided between commercial establishments and other land uses. This shall include grassed areas and appropriate planting of trees and shrubs and/or the provision of other suitable screening materials.

6.4 Parking, Loading & Servicing Areas

1. Commercial buildings are exempted from loading and parking requirements as per Section 23.4 Parking Requirements of the Zoning By-law for lands zoned Downtown Commercial.
2. If provided, service and loading areas shall be oriented to the rear of the building.

7

IMPLEMENTATION

7

It is anticipated that the transformation of the East Waterfront Secondary Plan Area will occur over a long period of time. However, regardless of the phasing or ownership, the proposed development at 235- 241 Welland Street should ensure that site design, building design, circulation, the public realm interface, and neighbourhood transitions, are executed in a comprehensive, seamless, and consistent manner.

The development of the site will ultimately be finalized through the site plan process or potentially through the formal planning process, which could include amendments to the existing zoning by-law and other policy documents.

NPG ▶ PLANNING
SOLUTIONS