



INFRASTRUCTURE SERVICES DEPARTMENT

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Waterloo Region Home Builders' Association

To Whom It May Concern:

**Re: City of Kitchener
 2015 Development Manual Update
 Overview of Changes**

The City of Kitchener retained Stantec to take a lead role in updating the City of Kitchener Development Manual, originally adopted by Council in 2010. Stantec consulted with the Waterloo Home Builders Association and Consulting Engineers of Ontario – Grand River Chapter, for questions and concerns related to the existing document. A list of concerns was generated from these organizations' representatives and considered for this update. City staff met with Industry/CEO representatives to discuss Development standards and procedure concerns. The full list of items brought forward from the consultation with the Industry/CEO is listed in the table below with the resulting changes. Stantec did an overall cleanup of the document on text and grammar and also provided wording changes in the document for some City of Kitchener housekeeping items, some of which were previously discussed through Waterloo Region Home Builders' Association Liaison Committee meetings. A list of these items can be found in the attached table: "2015 Development Manual Update List of Changes".

Overview of WRHBA & CEO Requested Changes

No.	Section	Chapter	Title	Issues
1	B.9.11	Admin - Site Plan	ESA	Reads like all City inherited portions of site to be dedicated to City requires ESA
Result	Section B.9.11 now clarifies that lands to be dedicated to the City of Kitchener, a Phase 1/Phase 2 Environmental Site Assessment must be completed.			
2	C.10	Roads	Boulevards	450mm thick topsoil is too thick--close to utilities, settlement issues, earthworks balance
Result	The wording in the manual already reflected this and there was not a need for a change. For boulevards where trees will be planted, as identified on the Tree Planting Plan the approved topsoil will be installed to a depth of 450mm. For boulevards where trees will not be planted, at least 150mm of topsoil will be placed in the boulevard.			
3	J.6	Lot Grading	Groundwater	Third pipe not allowed to lower ground water to obtain groundwater separation for underside of footing

Result	This type of system is too unpredictable in nature and has too many variables. The City does not want to accept this type of infrastructure associated with unknown risks and associated liabilities.			
4	M.2.8	Urban Forest	Minimum Soil Volumes	450mm thick topsoil is too thick for blvds and 900mm thick topsoil in front yards --close to utilities, settlement issues, earthworks balance, frost cover
Result	Section M now requires that front yards will look at two soil horizon layers. The overall depth of the tree growing medium in the front yard still equates to 900mm, however the lower 450mm can be native uncompacted soil, with 450mm uncompacted topsoil overlain.			
5	M3	Urban Forest	Preconstruction Process	Timing and Requirements seem unrealistic and onerous (e.g. Pedologist)
Result	<p>Most of the requirements of Section M have been rewritten by Stantec to take a practical approach to ensure proper tree growth.</p> <p><u>M.3 Preconstruction Process:</u></p> <ul style="list-style-type: none"> • Urban Forest Soils Report: current requirements continue to apply (e.g. pedologist). • New Proposed Section M Preconstruction Processes: <ul style="list-style-type: none"> ○ Urban Forest Soils Report to be required as a condition of Draft Approval in order to connect to engineering soil management processes, and to more completely report on quality and quantity A Horizon soils, and to make specific recommendations for construction of front yard and blvd soil habitats specific to soil analysis results. ○ Tree Planting Plan submissions streamlined as follows: <ul style="list-style-type: none"> ▪ At time of Draft Plan, Preliminary Street Tree Planting Plan will be submitted with Urban Soils Report to generate numbers of trees and volumes of A Horizon soils; ▪ Soil habitat locations will be identified at the time of 1st Eng Submission; ▪ At time of 2nd Eng Submission, specific tree plantings are proposed (to recognize that some utilities not known prior to 2nd submission). ○ As-Recorded Street Tree Planting Plan: one of the assets that City is required to include in our reporting to federal gov't. <p><u>Construction and Inspection Process:</u></p> <p>New processes proposed for A and B Horizons front yard soils habitat:</p> <ul style="list-style-type: none"> • New requirement for removing compaction from finished B Horizon prior placing A Horizon; • New requirement for removing compaction from finished A Horizon; • Certification of front yard and blvd soil habitats and root pathways by the engineering consultant will be a requirement for Initial Acceptance (new form to be part of Dev Manual). • Date of Initial Acceptance will be the date of a satisfactory inspection. 			
6	A.15.3 - Step 3 A.15.4 - Step 3	Admin - Subdn	Final Acceptance	Five (5) days to get in package to City after receiving email
Result	The Consultant will have 3 months to submit the Maintenance Package and the Assumption Package. The date of acceptance will be the date City staff confirm a satisfactory inspection. If received after 3 months, the acceptance date will be the date the package is received at our office.			

7	A.15.1	Admin - Subdn	Inspection and LC Reduction	Street by street initial and final acceptance aboveground infrastructure on basis of street by street ties up infrastructure too much
Result	Acceptances will remain on a stage-by-stage basis for underground infrastructure, and street-by-street for above ground infrastructure. Where above ground infrastructure (eg. Sidewalk) is complete on a street with a vacant lot remaining, the City will accept the infrastructure onto Initial Acceptance, and allow the Letter of Credit to be reduced.			
8	A.15.1	Admin - Subdn	Inspection and LC Reduction	No inspections b/t Dec 1 and Mar 1
Result	We have added that beyond these dates, weather depending, inspections may be arranged at the City's discretion.			
9	A.15.4	Admin - Subdn	Final Inspection	Having to use City's contractor for flush & video
Result	Subdivider will be responsible to CCTV the sewers, and the Subdivider's CCTV contractor will need to video sewers as per City CCTV specifications.			
10	Appendix E		Offsite works	Out of Date - Section in Manual on Website
Result	The appendix has been updated and is now posted on-line. The appendix now also contains "Section 41 Development Guidelines - Site Grading, Erosion Control, Servicing & Stormwater Management Guideline".			

Yours truly



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cc. Hans Gross

2015 Development Manual Update List of Changes

<u>Section</u>	<u>Description</u>
A.8.3	Clarification regarding Groundwater monitoring requirements
A.8.9	Clarification regarding ESA requirements for lands being dedicated to the City
A.9	Each submission must be accompanied by a completed checklist confirming that the submission includes all required items
A.9.1	1st Submission to include a Traffic Control Plan, and On-Street Parking Plan
A.10.3	Clarification of Digital Submission requirements
A.10.5.11	Clarification of Retaining wall requirements
A.12	Traffic Control Plan, and Tree Planting Plan required prior to servicing approval
A.15.1	No scheduled inspections will be conducted between December 1st and March 1st. Beyond these dates, weather depending, inspections may be arranged at the City's discretion.
A.15.3	Number of days for submitting updated Requirement for 100% securities for building permits clarified
A.15.4	CCTV to be coordinated by Consultant not the City
A.15.5	SWM acceptance process – separate from Street by Street works
A.15.6	Maintenance Period Obligations clarified
B.9.11	Clarification regarding ESA requirements for lands being dedicated to the City
C.5	Property requirements clarified for Roundabouts
C.12	Cross-fall added to walkways
C.20.2	Clarification of Noise Barrier Requirements
D.C.2.9.8	Frost Collar requirement for water service boxes in driveways
E.B.3.1.10	Maximum sanitary depth of 9.0 m
E.B.3.2.1	Pre-benched manholes preferred for new development work
E.B.3.5.1	Minimum soil testing requirements clarified
E.B.3.6/ F.D.3.6.	Clarification of Inspection, Flushing and CCTV requirements etc.
F.B.4.5.1	Storm service minimum diameter changed to 150mm
G.6.1.	Clarification of SWM liner preference and protection requirements
G.7.1.2.	Elimination of Rational Method for SWM
G.12.1.	Requirement for as-recorded confirmation of infiltration galleries installation to confirm water balance measures. SWM pond plans to include City Pond ID #
L6 – L13	Reorganized for clarification

Section M	<p>Updated to provide more clarity in the approval and submission requirements and timing for the Tree Planting Plan submissions and Urban Forest Soil Report.</p> <p>Updated process and protocol for the Soil Habitat Zones.</p> <p>Front Yard Soil Habitat Zone shall be 900mm in depth. A Horizon (Topsoil) shall be a minimum of 450 mm in depth. The B Horizon shall be 450 mm in depth and can be created by excavating and backfilling or scarifying the front yard to a minimum depth of 450mm.</p> <p>Requirements of the submission and completion of the As-Recorded Tree Planting Plans has been updated.</p>
Changes to Standard Drawings	
100	Dimension change for lane width to be similar to other standard drawings (measured to edge of pavement, rather than face of curb).
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116	Added note for truncated dome detectable warning plates to meet 2016 AODA requirements.
117	Added note for truncated dome detectable warning plates to meet 2016 AODA requirements.
119	new drawing: "Utility Isolation In Concrete Sidewalks".
307	Changed location of gallery overflow to single storm service lateral. Note for easement width changed from "2.5M" to "Varies".
308	Added Note #6 to extend sanitary and storm laterals 1.5m past property line. Storm service dimension to 2.0m offset from property line.
309	new drawing: "Sewer Insulation Detail".
509	new drawing: "Trail Road Crossing - Typical Condition".
510	new drawing: "Trail Entrance Layout - Walkway Block From Local Road".
Appendices	
Appendix A	Appendix "A" deleted
	Appendices re-labeled due to deletion of Appendix "A"
Appendix D	Appendix "D" now contains "Section 41 Development Guidelines - Site Grading, Erosion Control, Servicing & Stormwater Management Guideline".