

**6. ONASSA SPRINGS GATEWAY FEATURE
POINT D'ACCÈS D'ONASSA SPRINGS**

COMMITTEE RECOMMENDATIONS

That Council:

1. Approve that this gateway feature be exempted from the size limitations for primary neighbourhood features, the funding formula for the maintenance of gateway features, and the restrictions on design elements including mechanical, water, and electrical components as set out in the City of Ottawa's Gateway Feature Design Guidelines; and
2. Subject to the approval of Recommendation 1, require the applicant to enter into a Maintenance and Liability agreement with the City to assume ongoing maintenance and liability obligations with respect to the portion of the gateway feature that is to be on City lands.

RECOMMANDATIONS DU COMITÉ

Que le Conseil :

1. Approuve que le point d'accès soit exempt des limites de taille pour les points d'accès locaux primaires, de la formule de financement pour l'entretien des points d'accès et des restrictions en matière d'éléments conceptuels, y compris les éléments mécaniques, à base d'eau et électriques, comme il est exposé dans les Lignes directrices relatives à la conception des points d'accès;
2. Enjoigne au Service de l'urbanisme et de la gestion de la croissance de signer une entente sur l'entretien et la responsabilité en ce qui a trait à la partie du point d'accès qui se trouve sur le terrain de la Ville.

DOCUMENTATION / DOCUMENTATION

1. Councillor Harder's report, dated 28 May 2012 (ACS2012-CMR-PLC-0004).
Rapport de la Conseillère Harder, le 28 mai 2012 (ACS2012-CMR-PLC-0004).

Report to/Rapport au :

Planning Committee
Comité de l'urbanisme

and Council / et au Conseil

May 28, 2012
28 mai 2012

Submitted by/Soumis par : Jan Harder, Councillor/ Conseillère
Ward 3/ quartier 3

Contact Person / Personne ressource: *Councillor/ Conseillère Jan Harder*
613-580-2513, Jan.Harder@ottawa.ca

BARRHAVEN (3)

Ref N°: ACS2012-CMR-PLC-0004

SUBJECT: ONASSA SPRINGS GATEWAY FEATURE

OBJET : POINT D'ACCÈS D'ONASSA SPRINGS

REPORT RECOMMENDATIONS

That Planning Committee recommend that Council:

1. Approve that this gateway feature be exempted from the size limitations for primary neighbourhood features, the funding formula for the maintenance of gateway features, and the restrictions on design elements including mechanical, water, and electrical components as set out in the City of Ottawa's Gateway Feature Design Guidelines; and
2. Subject to the approval of Recommendation 1, require the applicant to enter into a Maintenance and Liability agreement with the City to assume ongoing maintenance and liability obligations with respect to the portion of the gateway feature that is to be on City lands.

RECOMMANDATIONS DU RAPPORT

Que le Comité de l'urbanisme :

- 1. Approuve que le point d'accès soit exempt des limites de taille pour les points d'accès locaux primaires, de la formule de financement pour l'entretien des points d'accès et des restrictions en matière d'éléments conceptuels, y compris les éléments mécaniques, à base d'eau et électriques, comme il est exposé dans les Lignes directrices relatives à la conception des points d'accès;**
- 2. Sous réserve de l'approbation de la recommandation 1, d'exiger que le requérant signe une entente sur l'entretien et la responsabilité avec la Ville afin d'assumer les obligations d'entretien et de responsabilité constantes en ce qui a trait à la partie du point d'accès se trouvant sur les terrains de la Ville.**

BACKGROUND

The Onassa Springs Subdivision is located east of Highway 416, north of Strandherd Drive and Fallowfield Road, west of Cedarview Road and in the former City of Nepean. The "L" shaped parcel of land runs along the easterly curvature of Highway 416 and is adjacent to the Cedarhill Estates and Orchard Estates residential subdivisions. The total property measures approximately 113.61 hectares (280.73 acres) in area as noted in Document 1.

In 2007, the City approved a subdivision application involving 129 1-acre country-estate lots and a nine-hole executive golf course. In February 2008, City staff responded to an inquiry from the applicant regarding any limitations he would have to take into account in order to construct a gateway feature to this subdivision that included elements on both sides of the right-of-way as well as in the centre of the right-of-way. In the absence of city-wide Gateway Features Design guidelines staff did not object in principle to the proposed gateway feature, however staff were not provided with a design or drawings of the proposed feature.

In 2011, the applicant returned with a revised subdivision plan, eliminating the nine-hole course and replacing it with 16 additional 1-acre country-estate lots. Along with a revised subdivision plan, the applicant revealed to City staff that he proposed to construct a gateway feature into the Onassa Springs community as depicted in Document 2. As the proposed feature was not in conformity with the Gateway Feature Design Guidelines (GFDG) that were approved by Council in October 2008 (attached as Document 4) staff suggested that the applicant create a block of land to the north side as well as one on the south side of the intersection to ensure that these portions of the feature would not be on City land or the land of the future homeowners but rather lands

owned by the applicant as part of his adjoining golf course operations. The applicant has done this as noted in Document 3 and will assume responsibility for the maintenance for these portions of the gateway feature with an obligation registered on title. At this time a portion of the proposed gateway feature remains on the City's proposed traffic island requiring the applicant to therefore receive an exemption from the City's GFDG guidelines and as well enter into a Maintenance and Liability agreement with the City to ensure that liability for the feature and financial responsibility for maintaining this portion of the feature rests with the applicant.

DISCUSSION

Councillor Harder wishes to support the applicant's proposed gateway feature as the Councillor believes that this gateway feature will improve the streetscape of this portion of Cedarview Road and blend well with the adjoining communities of Orchard Estates and Cedarhill. In addition the Councillor believes that the lighting currently proposed as part of the feature will improve the streetlighting along this portion of Cedarview Road which is quite dark at night. The Councillor is of the opinion that when Council sought to draft a Gateway Feature Policy the purpose was not to prohibit such a feature but to ensure that the gateway product would be sustained/maintained not just in the early years but for the "life" of such a feature. The Councillor is in support of this arrangement as she is confident that with a Maintenance and Liability Agreement there will be no risk to the City in terms of the ongoing operating costs related to this feature.

Departmental Comment

An exemption to the City's Gateway Feature Design Guidelines (Attached as Document 4) is required for the following reasons:

Dimensions

All three pieces (north, south, and island) of the feature each vastly exceed the maximum width and height as outlined in the Gateway Feature Design Guidelines.

Accessories

The proposed feature includes lighting, pools, fountains, and a statue emanating a flame – all of which do not comply with the allowable materials outlined in the GFDG. Water on the north and south sides of the feature is not addressed in the provided drawings; however it is assumed that the water is provided from a connection to City water. There are health and safety issues with pools of water fed by fountains, most notably drowning hazards and standing-water issues. While the statue emanating a flame is not addressed in the provided drawings, it is assumed that the fire is fuelled by a natural gas connection. While the fire itself does not contravene the Open-Air Fire By-law, there are health and safety issues with a statue emanating a flame in the City's right-of-way.

To comply with the applicant and Councillor's wishes an exemption is required to the City's GFDG guidelines. In terms of the maintenance and liability issues related to the feature staff propose that the applicant enter into a Maintenance and Liability agreement for the portion of the feature that will be on City lands and furthermore indemnify the City of any legal action and ensure that all operating and maintenance costs will be borne by the applicant and/or his successors in perpetuity. The applicant will be advised that City-managed underground infrastructure runs extremely close to the island and that if necessary, the City will dismantle the island in order to conduct any work on that infrastructure. And reinstatement would be at the applicant's expense.

With the north and south side features on private property, the owner of the property will be required to indicate to the City that maintenance obligations related to the north and south structures have been registered on title.

To implement this feature, staff will be required to conduct the following tasks:

- Receive and review detailed technical design drawings
- Prepare an Encroachment Agreement
- Prepare a Maintenance and Liability Agreement
- Easements will be required to run hydro, water and gas from meters (presumably on either the north or south side blocks) to the island and other side of the feature.
- Approve a Building Permit for this feature.

RURAL IMPLICATIONS

There are no rural implications associated with this report.

CONSULTATION

Consultation on the Plan of Subdivision was undertaken in accordance with the City of Ottawa's consultation policies. As the review of the gateway feature is internal in nature, no public consultation was undertaken.

COMMENTS BY THE WARD COUNCILLOR(S)

Councillor Jan Harder supports the recommendation and has brought forward the report to this effect.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendations of this report if a maintenance and liability agreement is entered into with the applicant whereby the applicant assumes maintenance responsibilities and all liability related to the feature.

RISK MANAGEMENT IMPLICATIONS

The City is appropriately managing the risk to the taxpayer through the Maintenance and Liability agreement.

FINANCIAL IMPLICATIONS

Staff propose that the applicant enter into a Maintenance and Liability agreement for the portion of the feature that will be on City lands and furthermore indemnify the City of any legal action and ensure that all operating and maintenance costs will be borne by the applicant and/or his successors in perpetuity. The applicant will be advised that City-managed underground infrastructure runs extremely close to the island and that if necessary, the City will dismantle the island in order to conduct any work on that infrastructure. And reinstatement would be at the applicant's expense.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TECHNOLOGY IMPLICATIONS

There are no technological implications associated with this report.

TERM OF COUNCIL PRIORITIES

Healthy and Caring Community. Help all residents enjoy a high quality of life and contribute to community well-being through healthy, safe, secure, accessible and inclusive places. Improve parks, recreation, arts and heritage: Provide accessible, inclusive and quality parks, recreation services and urban spaces for leisure, arts and heritage that respond to demographic trends in population and activity.

SUPPORTING DOCUMENTATIONS

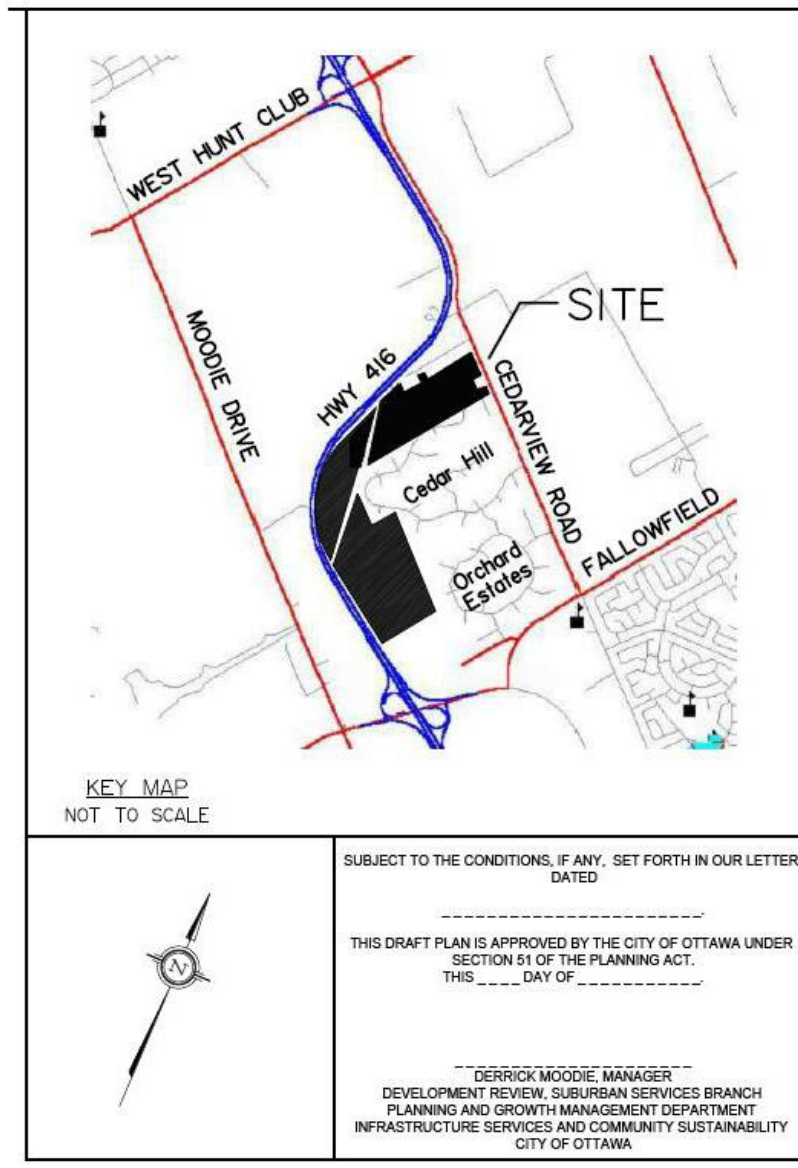
- Document 1 Location Map
- Document 2 Graphics of proposed gateway feature
- Document 3 Blocks of land created for gateway feature
- Document 4 Gateway Feature Design Guidelines (GFDG)

DISPOSITION

Following Committee approval staff will request technical drawings from the applicant for the gateway feature and undertake the measures outlined in the above report.

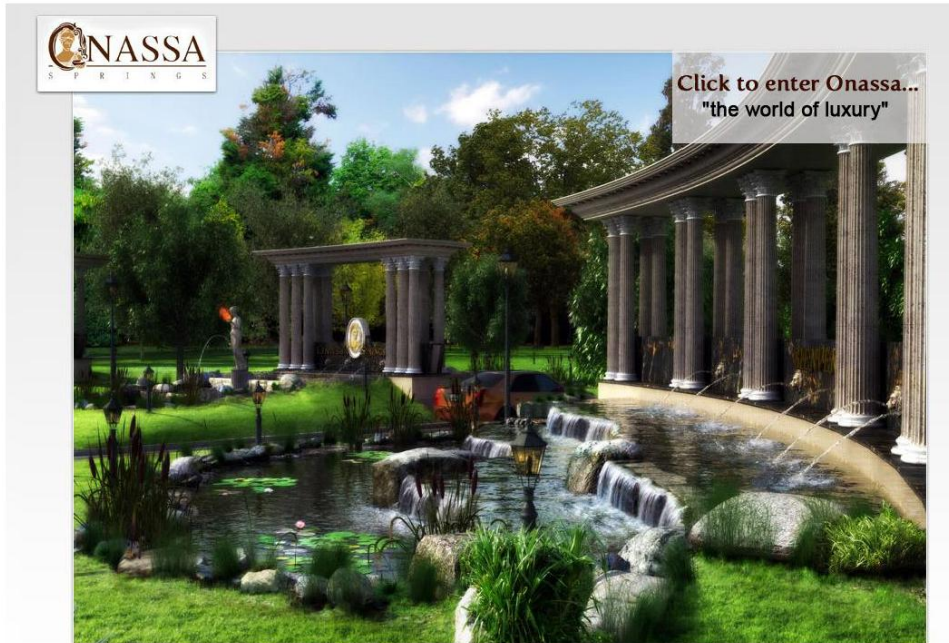
LOCATION MAP

DOCUMENT 1

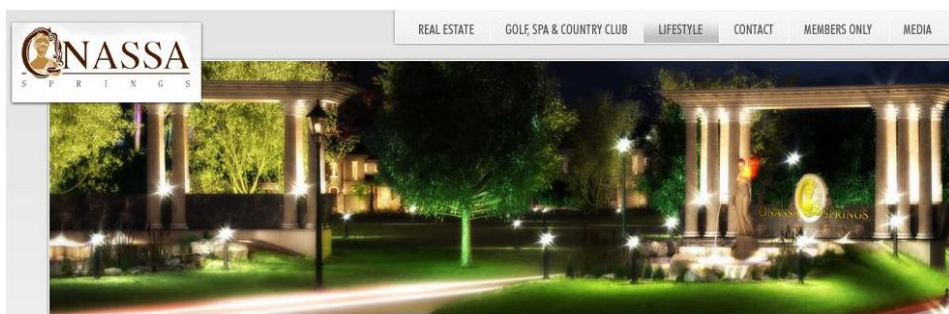
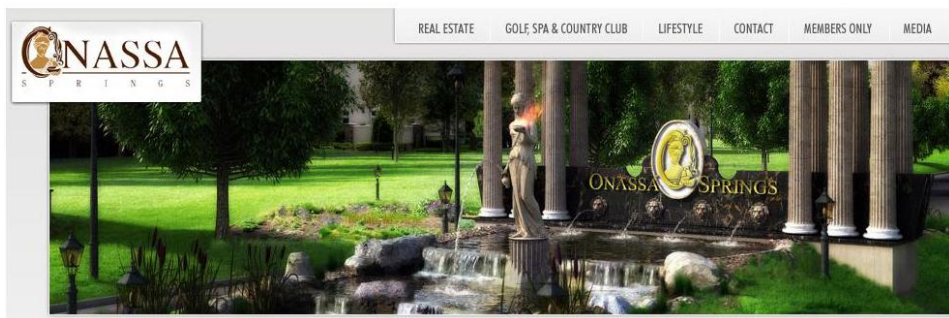


GRAPHICS OF PROPOSED GATEWAY FEATURE

DOCUMENT 2

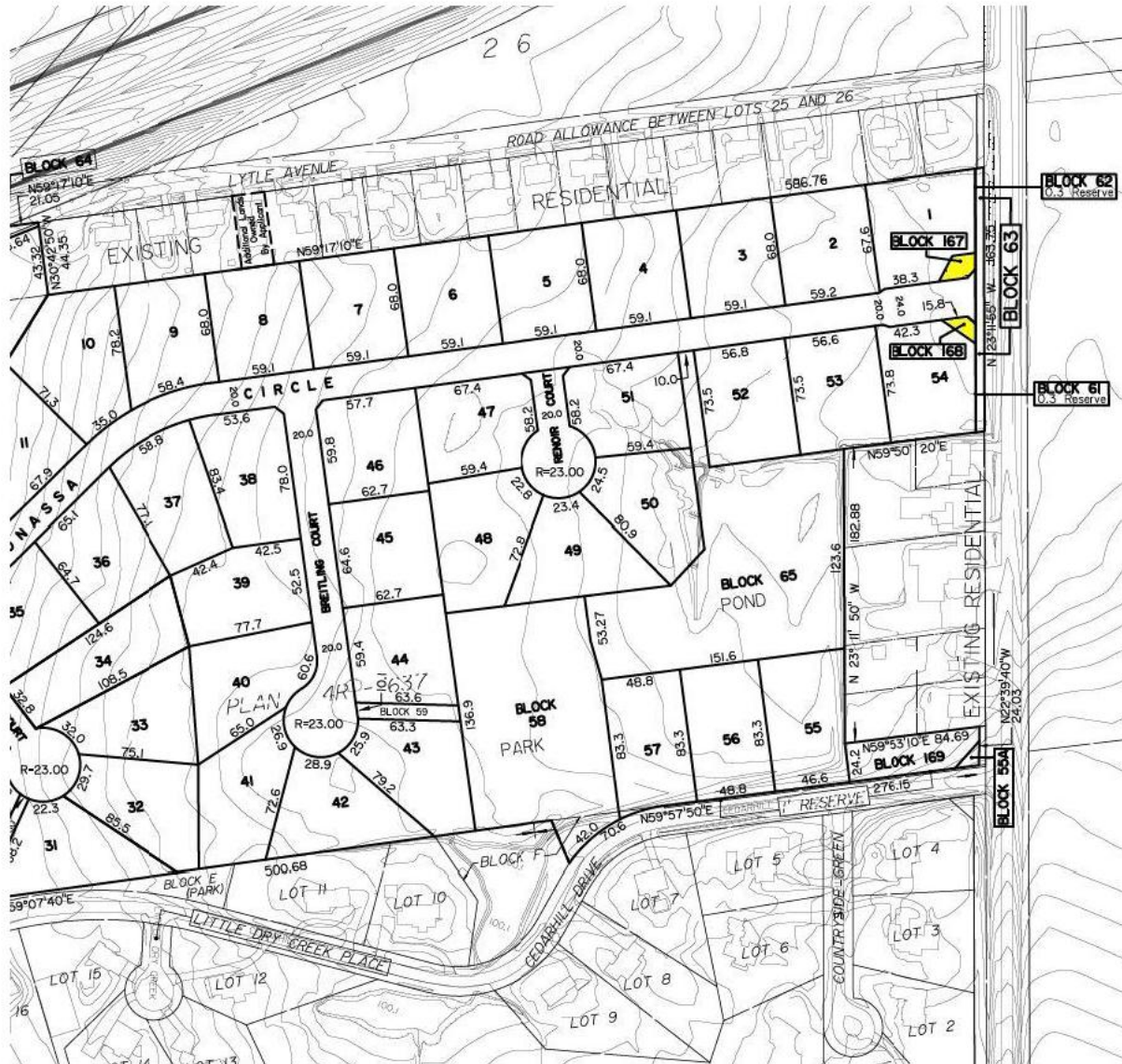


Planned Front Entrance



BLOCKS OF LAND CREATED FOR GATEWAY FEATURE

DOCUMENT 3



GATEWAY FEATURE DESIGN GUIDELINES

Report to/Rapport au :

Agriculture and Rural Affairs Committee
Comité d'agriculture et des questions rurales

and / et

Planning and Environment Committee
Comité de l'urbanisme et de l'environnement

27 October 2008 / le 27 octobre 2008

Submitted by/Soumis par : Nancy Schepers, Deputy City Manager/
Directrice municipale adjointe,
Infrastructure Services and Community Sustainability/
Services d'infrastructure et Viabilité des collectivités

*Contact Person/Personne Ressource : Michael Wildman, Acting Manager/
Gestionnaire intérimaire, Infrastructure Approvals / Approbation des demandes
d'infrastructure
(613) 580-2424, 27811 Mike.Wildman@ottawa.ca*

City-wide / À l'échelle de la Ville

Ref N°: ACS2008-ICS-PLA-0223

SUBJECT: GATEWAY AND ENTRANCE FEATURES DESIGN GUIDELINES

**OBJET : LIGNES DIRECTRICES DE CONCEPTION DES POINTS D'ACCÈS ET
ENTREES**

REPORT RECOMMENDATIONS

That Agriculture and Rural Affairs Committee and Planning and Environment Committee recommend that Council:

1. Approve the Design Guidelines for Development Application Gateway Features for immediate implementation;
2. Amend the Delegation of Authority By-law to authorize the Director, Planning Branch to approve and permit development related Gateway Features;

3. Amend the City's Tourism and Public Service Signs policy section 7.10 and 7.11 to allow Primary Neighbourhood features to be installed in the City's road allowances and to exclude the Secondary Neighbourhood features from the City's road allowances;
4. Amend the City's Signs on City Road By-law No 2003-520 and Encroachments on City Highways By-law No. 2003-446 to allow Primary Neighbourhood features to be installed on the City's road allowances; and
5. Refer to the consideration of the Draft 2009 Operating and Capital budget funding for the on-going maintenance and life cycling costs associated with existing and future gateway features as follows:
 - Surface Operations Branch establish an annual \$240,300 Gateway Features Non-structural Repairs budget;
 - Infrastructure Services Branch establish an annual \$180,000 Gateway Feature Repair/Renewal Capital budget;
 - Infrastructure Services Branch be provided an additional capital provision of \$100,000 in 2009, 2010, and 2011 for the structural reinstatement of existing Gateway Features in significant disrepair.

RECOMMANDATIONS DU RAPPORT

Que le Comité de l'agriculture et des questions rurales et le Comité de l'urbanisme et de l'environnement recommandent au Conseil :

1. D'approuver les Lignes directrices de conception concernant les demandes d'aménagement de points d'accès, en vue de leur mise en œuvre immédiate;
2. De modifier le Règlement municipal sur la délégation de pouvoirs de façon à autoriser le directeur de l'Urbanisme à approuver et à permettre les points d'accès liés à des projets résidentiels;
3. De modifier les articles 7.10 et 7.11 de la Politique sur la signalisation pour les lieux touristiques et les services publics de la Ville d'Ottawa afin de permettre l'installation d'aménagements pour l'identification des quartiers principaux sur les emprises routières de la Ville et d'empêcher l'installation d'aménagements pour l'identification des quartiers secondaires sur les emprises routières de la Ville;
4. De modifier le Règlement municipal n° 2003-520 concernant les enseignes sur les routes de la Ville et le Règlement municipal n° 2003-446 en matière d'empiètement sur les voies publiques de la Ville afin de permettre

l'installation d'aménagements pour l'identification des quartiers principaux sur les emprises routières de la Ville;

- 5. Consultez l'examen du financement des budgets 2009 d'immobilisations et de fonctionnement préliminaires pour obtenir les coûts liés à l'entretien permanent et au cycle de vie des points d'accès existants et futurs :**
- **Que la Direction des opérations de surface prévoie des crédits annuels de 240 300 \$ pour les réparations de nature non structurelle aux points d'accès;**
 - **Que la Direction des services d'infrastructure établisse un budget d'immobilisation annuel de 180 000 \$ pour la réparation et le renouvellement des points d'accès;**
 - **Que la Direction des services d'infrastructure se voie accorder des crédits d'immobilisation supplémentaires de 100 000 \$ en 2009, en 2010 et en 2011 en vue du rétablissement structurel des points d'accès gravement détériorés.**

EXECUTIVE SUMMARY

Assumptions and Analysis:

In 2007, Planning and Environment Committee carried a motion which directed "staff to undertake a review of Gateway Features in new developments". In May 2008, Council directed Planning, Transit and the Environment staff to prepare detailed guidelines and standards pertaining to the design, construction and long term maintenance for future Gateway/Entrance Features based upon specific principles. An extensive consultation period preceded the development of the guidelines, as instructed by Council. This report recommends draft Gateway Feature Guidelines for development applications.

The Guidelines and accompanying staff report were completed prior to the organizational restructuring. Efforts have been made to adjust the staff report where feasible; however, in some cases it was deemed not necessary to do so.

Financial Implications:

The approval of the Guidelines will limit the future potential proliferation of gateway features within the public domain, thus limiting future budget pressures. The approval of the Guidelines is estimated to generate a new nominal budget pressure in the order of approximately \$1,000 to \$1,400 per year.

The reintroduction of funding for the existing publicly owned gateway features will result in new annual budget pressures being added for consideration to the Draft 2009 Operating and Capital budget:

- Surface Operations Operating Budget be increased by \$240,300 for Gateway Features Non-structural Repairs;
- Infrastructure Services Branch establish an annual \$180,000 Gateway Feature Repair/Renewal Capital budget;
- Infrastructure Service Branch establish an additional capital provision of \$100,000 annually for the first three years for the structural reinstatement of existing Gateway Features.

These pressures have not been identified in the draft 2009 Operating and Capital Budgets as tabled on November 4th. Financial Planning staff will update Council on all new financial impacts prior to deliberating the budget in December.

Public Consultation/Input:

As directed by council, the development of the Guidelines underwent extensive outreach and public consultation, including two publicly advertised Open Houses, surveys, round table interviews and technical advisory input.

RÉSUMÉ

Hypothèses et analyse :

En 2007, le Comité de l'urbanisme et de l'environnement a adopté une motion qui donnait instruction au personnel de procéder à un examen des points d'accès pour les nouveaux projets résidentiels. En mai 2008, le Conseil a demandé au personnel du Service de l'urbanisme, du transport en commun et de l'environnement d'établir des lignes directrices et des normes détaillées concernant la conception, la construction et l'entretien à long terme des futurs points d'accès et entrées, en fonction de principes précis. L'élaboration des lignes directrices a été précédée d'une vaste consultation, conformément aux instructions données par le Conseil. Le présent rapport recommande un projet de lignes directrices de conception des points d'accès et entrées qui devraient être prises en considération au moment d'examiner les demandes d'aménagement.

Les lignes directrices et le rapport du personnel qui les accompagne ont été rédigés avant la réorganisation administrative. Les auteurs se sont efforcés d'apporter des rectifications au rapport dans la mesure du possible, mais il n'a pas été jugé nécessaire de le faire dans certains cas.

Répercussions financières :

L'approbation des lignes directrices réduira les risques de prolifération des points d'accès et entrées sur le domaine public, ce qui limitera les pressions sur les budgets futurs. On estime que l'approbation des lignes directrices produira une faible pression budgétaire, de l'ordre de 1 000 \$ à 1 400 \$ par année.

Le rétablissement du financement pour les points d'accès de propriété publique créera de nouvelles pressions budgétaires annuelles, qui devront être prises en considération dans les budgets préliminaires de fonctionnement et des immobilisations de 2009 :

- Le budget de fonctionnement des Opérations de surface devra être augmenté de 240 300 \$ pour les réparations de nature non structurelle aux points d'accès;
- La Direction des services d'infrastructure devra établir un budget d'immobilisation annuel de 180 000 \$ pour la réparation et le renouvellement des points d'accès;
- La Direction des services d'infrastructure devra prévoir des crédits d'immobilisation annuels supplémentaires de 100 000 \$ pour les trois premières années en vue du rétablissement structurel des points d'accès gravement détériorés.

Ces pressions budgétaires n'ont pas été prises en considération dans les budgets préliminaires de fonctionnement et des immobilisations de 2009 déposés le 4 novembre. Le personnel de la Division de la planification financière fera le point sur les nouvelles répercussions financières à l'intention du Conseil avant les délibérations sur le budget devant avoir lieu au mois de décembre.

Consultation publique / commentaires :

Conformément aux directives que le Conseil avait données, l'élaboration des lignes directrices a donné lieu à une vaste opération d'information et de consultation publique, dont deux réunions portes ouvertes ayant fait l'objet d'avis publics, des sondages, des entrevues en table ronde et la participation de conseillers techniques.

BACKGROUND

A gateway feature, sometimes referred to as an "entrance feature", can be described as a feature intended to assist commuters in way finding, and in so doing contributing a sense of identity for a community. The feature should be visually striking such that it can be noticeable to passers by, but should also blend and fit in with the surrounding landscape and built form. Gateways can be thought of as community signatures and their design should somehow reflect elements of local culture, natural landscape, built form or community history. Gateways help to define community boundaries. Gateway features are typically thought of as some form of structure (not necessarily man-made) often with text or a logo and integrated with landscaping. Materials can range from natural stone to concrete or brick products.

On April 10, 2007, Planning and Environment Committee carried a motion, which directed "staff to undertake a review of Gateway Features in new developments". This motion was tabled in part, due to concerns raised with respect to on-going maintenance and associated costs of gateway features which are located within the public domain.

On May 28, 2008, Council directed Planning, Transit and the Environment staff to prepare detailed guidelines and standards pertaining to the design, construction and long term maintenance for future Gateway Features based upon specific principles outlined in a supporting staff report (see Document 1 Gateways Phase 1 Staff Report and Associated Motions – Motion 1). Council further directed staff to ensure that consultation occurred, which dealt with long-term maintenance costs of gateway features (Document 1 – Motion 3). Council also directed Public Works and Services staff to undertake an assessment survey of existing Gateway features and that such assessment include the cost of reinstating maintenance funding for existing Gateway features on City right of ways prior to the tabling of the 2009 Draft Operating and Capital Budgets (see Document 1 – Motion 2). This report responds to directions 1 and 3 of the May 28, 2008 Council motions. Motion 2 has been completed by Public Works and Services and is summarized in this report and in more detail in Document 3.

DISCUSSION

In June 2008, following Council's direction to develop Guidelines for Gateway features, Planning, Transit and the Environment staff embarked on an extensive consultation process in order to seek comments and input from members of Council, Community Associations (CA) and Business Improvement Association (BIA), the general public, developer representatives, and internal City stakeholders. As noted, consultation was extensive, and is summarized in the Consultation section of this report.

The proposed guidelines (Document 2) respond to all principles approved by Council in the May 28, 2008 staff report as listed below, while balancing the feedback received from all stakeholder groups.

On May 28, 2008, Council approved principles for the development of Guidelines:

1. Gateways shall be designed to limit financial burden to the City or private landowners;
2. Gateways shall be designed for longevity and low maintenance;
3. Gateways shall be placed in such a way as to eliminate conflicts with utilities or snow storage;
4. Gateways shall be designed and located in the safest possible manner;
5. Gateways shall be aesthetically pleasing;
6. Gateways shall be integrated with community and its surroundings;
7. Gateways shall be maintained by developers through a warranty period;
8. Gateways shall be certified by a qualified professional prior to acceptance by the City;
9. Proliferation of Gateways on public property shall be discouraged and limited;
10. Contributions to a life cycling fund shall be made by developers who wish to locate Gateways on Public Property;
11. Gateway on-going maintenance and life cycling costs shall be monitored annually and budgeted accordingly;
12. Gateways shall be clearly defined, with an established hierarchy and shall be planned for integration with the community;

13. Consultation should occur with a broad range of external stakeholder groups in the development of the guidelines including community groups, Business Improvement Associations, etc.;
14. Guidelines shall be developed so as to streamline and harmonize existing policies.

Guideline Study Highlights

The recommended Gateway Features/Entrance Guidelines are presented in Document 2.

Section 1 of the Guidelines is a summary of the history leading up to the preparation of the proposed Guidelines. Section 2 summarizes the findings of the consultation process and feedback received through surveys and interviews from Community Associations, Business Improvement Associations, Developer Representatives, internal City stakeholders, and members of Council.

Section 3 of the Guidelines is broken down into a number of sub-sections which are highlighted as follows:

Hierarchy

Section 3.1 of the Guidelines defines Gateway hierarchy, responding to Council approved principle 12 which reads as follows: *“Gateways shall be clearly defined, with an established hierarchy and shall be planned for integration with the community”*

Hierarchy of gateway features was discussed in the staff report approved by Council on May 28, 2008. At that time, hierarchy included community level features such as the Kanata feature along Regional Road 174, primary and secondary neighbourhood features such as the Chapel Hill feature on Orleans Boulevard or Wyldewood feature in Stittsville respectively, and finally private features such as might be implemented on a private condominium site. Through consultation undertaken in preparation of the guidelines, it was felt that there should only be one classification of permanent publicly owned neighbourhood feature, that being primary. Secondary neighbourhood features are now considered temporary and must be removed subject to various by-laws once no longer required. This will significantly limit the number of permanent features for which the City would maintain, and consequently limit costs to the City in accordance with Council's approved principles 1 and 9.

Location

Section 3.2 of the Guidelines provides direction with respect to the location of features. Community and Primary Neighbourhood features will be located on specified higher classification City roads. Secondary Neighbourhood features are temporary and must be removed subject to specific by-laws, and will only be located on private property adjacent to specified City roads. Private/Condo features will be located on private property only. Gateway locations are also specified in the guidelines as follows:

Table 1.0 Location of Gateways Features		
Hierarchy Level	Description	Location
Community	Permanent	Located on the right of way of arterial roads. This can include medians, roundabouts or intersections.
Primary Neighbourhood	Permanent	Located on the right of way of major collector road intersections or at the intersection of major collectors and arterial roads. This can include medians, roundabouts or intersections.
Secondary Neighbourhood	Temporary	Located on private property at the intersection of collector road intersections or at the intersection of collectors and major collector roads.
Private / Condo	Permanent	Located on private property.

Design

Section 3.3 of the guidelines provides direction on design elements, which in essence is an explanation of the key “dos and don’ts”. This section of the guidelines provides direction on limiting maintenance costs, designing for longevity, materials, safety, aesthetics, scale and integration with the community and surroundings. There will be a requirement for design and post construction certification by qualified professionals, such as engineers, or landscape architects.

Approvals

Section 3.4 of the guidelines outlines the current approvals environment and makes recommendations on streamlining. Permanent publicly-owned features, which are proposed via development applications, will be delegated to the Director, Planning Branch to approve. Private and temporary features will continue to be approved through existing by-laws. Certain by-laws will need to be amended to reflect these changes.

Table 2.0 below outlines the maximum number of features, which will be permitted over specified land area. Though a maximum permitted number is specified, the final decision on whether that upset number will be reached will rest with the Director, Planning based on an assessment of site specific factors. As such, it is probable that many areas will never achieve the maximum permitted number of features.

Table 2.0 Recommended Quantity of Features

Gateway Feature Hierarchy	Maximum No. of Features per Community *	Maximum No. of Features per Hectare (ha)**	Description
Community	2	1 / 800 ha	Permanent
Primary Neighbourhood	16	1 / 100 ha	Permanent
Secondary Neighbourhood	See Signs (Permanent Signs on Private Property) By-law 2005-439 as amended	See Signs (Permanent Signs on Private Property) By-law 2005-439 as amended	Temporary
Private / Condo	See Signs (Permanent Signs on Private Property) By-law 2005-439 as amended	See Signs (Permanent Signs on Private Property) By-law 2005-439 as amended	Permanent / Temporary
<p>* Maximum of two gateway features per community OR one gateway feature per 800 hectares would be permitted, whichever is less. ** Maximum of 16 primary neighbourhood features per community OR one primary neighbourhood feature per 100 hectares would be permitted, whichever is less.</p> <p>The actual number of features permitted may be restricted to less than the above at the discretion of the Director, Planning Branch.</p>			

Funding

Section 3.5 of the proposed guidelines outlines funding expectations for both initial capital and future maintenance costs of gateway features.

Initial construction costs of community level features may be funded by the City through development charges or other sources in conjunction with arterial road projects where the location has been identified in a Council approved Community Design Plan, and where funding has been approved by Council. The City would assume on-going maintenance costs. Alternatively, where deemed appropriate, a developer may request to construct a community feature at the developers cost. In this case, the developer would post a security and there would be a warranty period, followed by certification by a qualified professional prior to the City assuming ownership and maintenance costs.

Primary neighbourhood features would be constructed by developers at their cost and located on City roads, subject to specific criteria. In this case, the developer would post a security and there would be a warrantee period, followed by certification by a qualified professional prior to the City assuming ownership and maintenance costs.

Wherever a permanent gateway feature has been constructed on City roads by a developer and turned over to the City for future maintenance, the developer will be required to contribute to a maintenance and life-cycling fund to assist in off-setting future maintenance costs to the City. The contribution formula has been rationalized using a similar approach to standard life cycling models for buildings. Contributions will be made on a sliding scale based on value of initial construction, with a minimum contribution being set at \$5000 and a maximum contribution set at \$25,000. The contribution would be payable upon registration of the related development agreement, or where there is no development agreement, in advance of construction. Table 3.0 below summarizes the proposed funding formula.

Table 3.0 Supplementary Maintenance Fund Formula		
Initial Cost	Percentage used to calculate Supplementary Maintenance Fund	Amount supplied to Supplementary Maintenance Fund
\$250,000	maximum of \$25,000	\$25,000
\$200,000	10%	\$20,000
\$150,000	10%	\$15,000
\$100,000	10%	\$10,000
\$50,000	15%	\$7,500
\$25,000	20%	\$5,000
\$20,000	25%	\$5,000
\$15,000 or less	minimum of \$5,000	\$5,000

Secondary neighbourhood features are temporary and would be constructed by developers at their cost and located adjacent to certain specified City roads on private property, subject to specific criteria and compliance with applicable by-laws. In this case, the developer would post a security in order to guarantee removal and reinstatement when so directed by the City.

Private condo features would be constructed by developers at their cost and located on private property, subject to specific criteria. In this case, the developer would post a security and there would be a warrantee period, followed by certification by a qualified professional prior to release of securities. The development agreement would have a clause which would require the condo or tenants-in-common to maintain the feature in good repair in perpetuity.

Section 4 of the proposed guidelines outlines more specific “guidelines and standards” for each of the classifications of gateway features, all of which respond to the May 2008 Council approved principles. For each of the specified hierarchies, detailed guidelines

and standards are provided with respect to gateway location, design approvals and funding.

Section 5 of the proposed guidelines summarizes how the guidelines have responded to Council's May 28, 2008 approved principles, as well as balancing comments and feedback received through the Council directed consultation process. The conclusion contained within the Gateway Features Guidelines Study has been repeated below, as it provides an excellent wrap up on the key issues and how they have been addressed.

"In conclusion, we have addressed the Council directed principles from the Phase 1 Committee report and prepared guidelines and standards to allow the City to proceed with the design and implementation of new gateway features. Our consultation occurred with a broad group of stakeholders including the public, City staff, City Councillors, developers and CAs/BIAs.

We have limited the financial burden to the City by limiting the proliferation of features and by creating a requirement for a developer funded Supplementary Maintenance Fund. We have limited the financial burden to the private homeowner by making secondary neighbourhood features temporary constructions which will be removed after the development is completed. Gateways have clear guidelines and standards to ensure longevity and reduced maintenance without sacrificing design aesthetics and creativity. The locations of gateway features are specified to avoid conflicts with utilities / snow storage and provide an opportunity to integrate the features with the community and its surroundings. Safety of the public and durability of gateway features has been addressed by requiring design certification, as-built certification and certification at the release of securities prior to acceptance by the City. The existing unofficial hierarchy as adjusted in this report should become an accepted standard and will provide clear direction in the future when defining the status of a gateway feature. The guidelines that have been prepared also streamline the existing policies by placing responsibility for gateway approval for publicly owned features as part of development applications with the Director of Planning Branch under the Delegation of Authority By-law.

The existing policies and by-laws will require amendments as outlined in this report to fit in with the hierarchy and naming we have proposed.

This report, in conjunction with the inventory of existing features that Public Works and Services are preparing will provide City staff with the tools to move forward in a positive way to maintain existing features and determine the design of new gateway features."

Public Works and Services Condition Assessment (Document 1 – Motion 2)

As noted above, and as directed in the May 28, 2008 Council motion 2, Public Works and Services staff have completed a detailed inventory of existing gateway features to gather an understanding of the state of repair of all existing gateway features. This information is vital, and should be used to reintroduce adequate funding for maintaining existing gateways features in good repair (maintenance funding was eliminated in previous budgets). This information is equally critical so that on-going maintenance

funding requirements can be better understood for any new features that may be constructed over time. A complete summary of the PUBLIC WORKS AND SERVICES findings is included in Document 3.

In summary, a total of 579 features were identified of which 267 would require maintenance by City forces, should Council approve the reintroduction of funding for maintenance of gateways.

Ninety four per cent (251 of 267) features have been assessed as requiring no immediate needs. Twenty-four features have been identified as requiring structural repair (16 minor and eight significant) over the next three years, amounting to \$100,000 per year. This will bring the inventory into a state of good repair. On-going life cycling costs amounting to \$180,000 per year have been identified to ensure repair and replacement of the inventory occurs over time as needed. Annual maintenance for such things as lawn maintenance and pruning is estimated at \$900 per feature. For the existing inventory of features, this would result in a budget pressure of \$240,300 per year.

With limitations established to mitigate proliferation through the proposed guidelines, it is not expected that many new publicly owned and maintained features will be constructed annually. It is estimated that no more than two to four Community Features would be constructed over approximately eight to 10 years, and in the order of three to five Neighbourhood features would be constructed over five or more years. This would result in fairly low new pressures in the range of \$10,000 to \$14,000 spread over 10 years, using 2008 figures.

In order for the guidelines to be successful, it is important that Council reintroduce funding of both existing gateway features, as well as for the relatively low number of estimated future features. Should Council choose not to provide for the recommended on-going maintenance related funding, it would call into question whether new gateways should be permitted. Furthermore, it could pose safety hazards as existing features deteriorate over time.

CONSULTATION

An extensive consultation process occurred as a prelude to the development of the draft Guidelines.

The following summarizes the consultation process:

- Over 100 surveys were sent to registered Community Associations and Business Improvement Areas.
- Surveys were sent to all members of Council.
- A Technical Advisory Committee (TAC) was established with representation from all internal City stakeholders. Also on the TAC were two developer representatives and one Community Association Past President. There were

three TAC meetings held. Two members of Council were invited to the final TAC meeting.

- Two Public Open Houses were held, one at Ben Franklin Place and one at former Cumberland City Hall. Both meetings were advertised in the newspaper and on the City website. Surveys were also available at the Open Houses.
- A developer round table session was held to solicit input. Fourteen area developers were invited to attend.
- A presentation was made at the Planning Liaison Sub-Committee, and the Engineering Liaison Sub-Committee.

FINANCIAL IMPLICATIONS

The approval of the Guidelines will limit the future potential proliferation of gateway features within the public domain, thus limiting future budget pressures. The approval of the Guidelines is estimated to generate a new nominal budget pressure in the order of approximately \$1,000 to \$1,400 per year.

The reintroduction of funding for the existing publicly owned gateway features will result in new annual budget pressures being added for consideration to the Draft 2009 Operating and Capital budget:

- Surface Operations Operating Budget be increased by \$240,300 for Gateway Features Non-structural Repairs;
- Infrastructure Services Branch establish an annual \$180,000 Gateway Feature Repair/Renewal Capital budget;
- Infrastructure Service Branch establish an additional capital provision of \$100,000 annually for the first three years for the structural reinstatement of existing Gateway Features.

These pressures have not been identified within the draft 2009 Operating and Capital Budgets as tabled on November 4th. Financial Planning staff will update Council on all new financial impacts prior to deliberating the budget in December.

APPLICATION PROCESS TIMELINE STATUS

N/A

SUPPORTING DOCUMENTATION

- Document 1 May 28, 2008 Council Motions and link to Supporting Staff Report – Gateways Phase 1 Study
- Document 2 Gateway Features/Entrance Guidelines Report
- Document 3 Public Works and Services Condition Assessment
- Document 4 Gateway Feature Examples (Good and Bad)

Available at: <http://www.ottawa.ca/calendar/ottawa/citycouncil/ara/2008/11-13/09-ACS2008-ICS-PLA-0223-FINAL-Gateway.htm>

DISPOSITION

Legal Services in consultation with City Operations, and Infrastructure Services and Community Sustainability will update various by-laws in accordance with recommendations herein.

City Operations in consultation with Financial Planning and Infrastructure Services and Community Sustainability will implement the budgetary recommendations herein and implement annual monitoring in accordance with Council approved principle 11.

City Operations will amend the Tourism and Public Signs Policy as noted in the recommendations.

City Clerk's Branch, Council and Committee Services to notify OttawaScene.com, 174 Colonnade Road, Unit #33, Ottawa, ON K2E 7J5.