

Date: August 27, 2017
Re: Item 5.8 Bylaw 18116 – Text Amendment to Zoning Bylaw 12800 - Information Sharing for Approved Low Density Developments in the Mature Neighbourhood Overlay
From: Parkallen Civics Committee – Kristy Fyfe (Director), Rob Zylstra, Diane Forbes, Kaelin Koufogiannakis, Alick Brooke, Jan Hardstaff, Gerry Montgomery
To: Mayor, Councilors, Administration

The objective of this communication is to notify neighbours of:

- **Demolition Permits when approved,**
- **Class A Development Permits that are approved and**
- **Class B permits that have gone through the consultation process and been approved.**

It is important information provided offers the neighbour with a checklist of steps to orient and prepare them for infill construction taking place in close proximity to their home and property. This should include how they can learn more about the approved and permitted infill development being built and how to obtain access to the site plan, lot grading and drainage plan, elevations of the development and project timelines. It is also important to encourage the neighbour to document with a notarized photo inventory the current “pre-development condition” of their home and property. This, in the absence of effective regulations to ensure damage will not occur during development, will provide documentation if damage does occur to prove it was not a pre-existing condition. It should also raise the bar and expectation of contractors during the build to follow best practices.

Of the two documents Administration has prepared, it is unclear why the *Neighbours of Infill Checklist* is not the document that is being sent to the neighbour of infill. Of the two documents, this provides a clear list of steps and links to resources to help the neighbour prepare for infill.

The *Neighbours of Infill Brochure* informs the neighbour about the infill lifecycle and the responsibility of the neighbour, builder and the city. However, it does not offer the practical information the neighbour needs to know. Instead it provides a link to the City of Edmonton Infill website where they can find the *Neighbours of Infill Checklist*. Although some may take the time to read the fine print and follow up with finding the *Neighbours of Infill Checklist* on line, the reality we all have busy lives and may not get to this extra step means some will not access this important information.

Is it possible for both of these documents to be combined? Could the *Neighbours of Infill Brochure* information could be added to the other side of the *Neighbours of Infill Checklist* as a one page, letter-sized, double sided document to be folded and mailed to the neighbours on either side and those behind or across the lane. This would have the advantage of ensuring the neighbour receives a more comprehensive package of information and reduce the number of documents that need to be printed.

Finally, it is important that either document, or preferably one combined document, also provide information on how to access an Open Data Catalogue that provides important information about the infill development listed above that exceeds what is currently provided on SLIM Maps. This information is not provided on current signage and requires the neighbour to access plans at the Development Office which is an inconvenience and possibly a deterrent from doing so and means they will not be fully informed until the development is built. This should include:

- **Site & drainage plans & Lot Grading Guidelines for Infill** –infill developments have higher foundations above grade and must meet current lot grading guidelines. This results in significant changes to grading in the side yard and requires an internal swale on the infill side of the property line or the installation of waterproofed retaining walls to prevent cross lot drainage. An option should also be provided to the neighbour to dialogue and collaborate with the owner/developer on a joint side yard grading and drainage plan that provides the opportunity for neighbour's to correct their grading and drainage deficiencies and share in the cost.
- **Front, side and rear elevations** showing window placement, entrances, platforms, mechanical, air conditioners and sump discharge.
- **Lot grading and drainage plans that clearly show the location of infill development in relationship to the neighbouring homes.** With reduced front setback 20% or less and possibility of garage / garden suites (a.k.a "laneway homes") neighbours should know where the home will be located relative to their own front and rear setback.
- **Signage for garden suite development (laneway homes)** at both front and rear of the property as this will affect people across the lane.

Demolition Signage & Notice –

It is important for the neighbour to be notified prior to demolition occurring.

- This provides an opportunity for the Pre-Existing Condition Inventory to be done prior to demolition to properly document this before any development related activity occurs.
- It also informs the neighbour to keep pets and kids indoors, close windows, put away patio furniture, kid's toys, cover the garden etc.
- It also is a courtesy to the neighbour to consider if they have a major event planned: wedding, reunion, birthday that they planned to use their outdoor living space for so they don't have demolition &/or construction happening that would impact these occasions.

Additional comments:

- The "*Infill Postcard for Builders*" should be mandatory so the neighbour is invited to contact the owner/developer if they wish to do so.
- **Will neighbours also be informed of medium and high density infill development?** Neighbours should be notified of this.
- **Who is responsible to document the existing pre-demolition/construction condition of City infrastructure:** laneways, streets, curbs, sidewalks, boulevards and trees to determine their "pre-existing condition". OSCAM or TCAPP permits require developers to repair or replace damaged infrastructure if related to the development. How can potential damage be

assessed after the development if there is not inspection by the City before hand? If damage occurs requiring repair or replacement this will provide documentation of preexisting conditions and prove cause of damage is related to infill development and not normal depreciation of infrastructure or property in which case it should be paid for by the owner/developer and not passed on to the neighbour or tax payers. This also avoids an attitude that damage can be tolerated because these communities are old anyway and not worth protecting.

- **Neighbour should know requirements for:** Boulevard & Tree protection (new), fencing, OSCAM, TCAPP, blocking sidewalks, streets and lanes, so if this is not done they can call 311.

Jan Hardstaff

On behalf of Parkallen Civics Committee