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<b>TO:</b>	<b>GENERAL COMMITTEE</b>
<b>SUBJECT:</b>	<b>REQUEST FOR CIVIC ADDRESS CHANGE: 67 OWEN STREET</b>
<b>WARD:</b>	<b>2</b>
<b>PREPARED BY AND KEY CONTACT &amp; SUBMITTED BY:</b>	<b>M. BANFIELD, RPP, DIRECTOR OF DEVELOPMENT SERVICES</b>
<b>GENERAL MANAGER APPROVAL:</b>	<b>B. ARANIYASUNDARAN, P. ENG., PMP, GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT</b>
<b>CHIEF ADMINISTRATIVE OFFICER APPROVAL:</b>	<b>M. PROWSE, CHIEF ADMINISTRATIVE OFFICER</b>

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### **RECOMMENDED MOTION**

1. That the request for the Civic Address Change from the property owner at 67 Owen Street be denied.

### **PURPOSE & BACKGROUND**

#### **Report Overview**

2. The purpose of this Staff Report is to respond to a request from a property owner for a Civic Address Change based on the letter provided to CAO Prowse on January 23, 2023 (attached as Appendix "A" to Staff Report DEV015-23). The request is to allow for two municipal street addresses for the proposed development consisting of a single building on Owen Street whereas the current Council approved Street Addressing Policy and Private Street Naming Policy (attached as Appendix "B" to Staff Report DEV015-23) requires one municipal street address. The staff recommendation is to deny the request to maintain standard municipal street addressing practices across the City.

#### **Background**

3. The Owner of Traditions Seniors Housing Ltd. provided a letter to CAO Prowse requesting two municipal addresses be assigned to the single building being developed at 67 Owen Street.
4. The Owner is requesting two municipal street addresses be assigned to the single building and is proposing 57 Owen Street (south entrance and 20 storey condo / rental apartment tower) and 67 Owen Street (north entrance and 9 storey retirement residence).

#### **Site and Location**

5. The subject property is located on the east side of Owen Street, north of Worsley Street, within the City Centre Planning Area. The subject property is currently known municipally as 55 to 57 McDonald Street, 53 to 59 and 61 to 67 Owen Street, 70 to 78 Worsley Street and has a total lot area of approximately 0.39ha with approximately 101m of frontage on Owen Street, 41.3m of frontage on McDonald Street, and 40.3m of frontage on Worsley Street.



Figure 1: Location of Subject Property

6. Copies of the submission materials are available online on the City's website under Development Projects in [Ward 2 – 67 Owen Street](#).

#### Development Proposal

7. A 20-storey Mixed-use building containing 278 residential units and 950 square metres of ground floor commercial space, together with underground and structured parking has been approved on the subject property through Zoning By-law Amendment 2018-133 on November 26, 2018. Site Plan approval is underway.

#### Existing Policy

8. The Council approved Street Addressing Policy & Private Street Naming Policy has several policies that determine how municipal addresses should be assigned. Relevant sections of the policy are outlined below.
  - a. 1.4.9 – Street number for corner lots - Corner lots shall only be assigned one street number, which will be assigned based on the Street that the front door of the building faces. Where possible, street numbers shall be reserved should the orientation of the building change.
  - b. 1.6-Commercial, Industrial or Institutional developments - Each individual building within a commercial, industrial, or institutional development shall be assigned a street number based on the street the main/front entrance faces. Individual suites within the building may be assigned a suite numbers (101 Main Street, Suite 1) at the discretion of the owner of the property.

c. 1.7 – Policies for changing a street number including the criteria:

*The following criteria shall apply to evaluate any request to change a street number:*

- a) *Where there is adequate spacing in the existing numbering scheme to accommodate the proposed request,*
- b) *Where there no is opportunity for future infill development that would require street numbers to be reserved; and*
- c) *Where Emergency Services would have any concern with the proposed request.*

## **ANALYSIS**

9. As a significant test to change a street number specifically references whether Emergency Services would have any concern with the request, the City's Barrie Fire and Emergency Service Department was asked to provide insight into the request. This department has advised that they have concerns with the proposal from the property owner for two municipal street addresses.
10. It is Barrie Fire and Emergency Service's position that the building at 67 Owen Street is designed and will be used as one building comprised of a podium and a tower. Building elevations are attached as Appendix "C" to Staff Report DEV015-23. It is also the Department's position that addressing a single building with more than one street number adds unnecessary confusion that could delay the response times for receipt of emergency services, negatively impacting the safety of individuals within the building.
11. When Development Services staff prepared the current Street Addressing Policy & Private Street Naming Policy for Council consideration, Barrie Fire and Emergency Service was included in the review of the policy. Barrie Fire noted during that review that existing multiple address buildings require:
  - ongoing special training and response plans for fire crews to understand and maintain competency in response,
  - are not easy to navigate; and
  - it is difficult to describe locations over the radio for first responders operating at an emergency scene, which creates delays and confusion.
12. More importantly, multiple address buildings would require that residents, staff, and visitors be trained to understand and recognize where and when they have transitioned to and from one address to the other in the event of an emergency and regular everyday activity. This is not realistic for guests and visitors. When there is no visible separation, it can even be challenging for those who reside or work in a building. As a result, it places the safety of everyone at risk due to delays if they communicate the wrong address for a response.
13. The current Street Addressing Policy & Private Street Naming Policy approved by Council was intended to avoid these situations in any new developments by limiting a single building to a single street address number.

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The Proposed Building at 67 Owen Street

14. The developer of 67 Owen Street is seeking to assign two municipal street addresses to its single building. The building at 67 Owen Street has been designed with two main occupancies, both class Group C residential, where one is assisted living/retirement home suites and one is rental apartments. Both types of occupancies will exist on each of the floors 4 through 9.
15. In proposed building layout, the assisted living suites are located on floors 4 through 9, with 23-28 suites on each floor depending on floor layout. Assisted living suites encompass the entirety of the north end and the majority of suites in the south end on each floor. Original 2021 layouts showed all units were assisted living, however, Building Code restrictions caused 2 suites on each floor to be realigned as independent apartments, in the 2022 building permit drawings. There is no clear separate or distinct use for the assisted living suites throughout the floor layout and all amenities are located in the north section.
16. In the developer's proposed building addressing, resident's assisted living private units (no kitchen facility) will be located in one municipal address, and their dining and building amenities will be located in a different municipal address. Residents will be required to travel to and from one address to another to access dining and building amenities. The residents will use this building on a daily basis as a single unit.
17. The assisted living suites will need to access all the amenities on the north side. This is described in the letter as fob accessed, although this note is inconsistent with the building permit drawings. In the proposed two address system, in order to access the assisted living amenities, such as dining, bathing, or care appointments, residents would be simply moving horizontally through the corridor, and when passing through the doorway in the corridor, the address is proposed to change.
18. The proposed development at 67 Owen Street has one principal entrance and one Central Alarm and Control Facility (CACF) control room that runs all the life safety systems in the building as one entity. Fire department access to all areas is granted through keys and/or fobs in secure Chubb boxes installed at the main entrance. This is consistent with other high-rise buildings in Barrie.
19. A fire safety plan will need to be in place for the high-rise building that must address both the apartments and the vulnerable occupancy assisted living portions. It must document the legislated requirements of evacuating the assisted living residents. As there is a single stage fire alarm system for the single building, there will be no delineation of addresses because the whole building goes into alarm. The entire building is legislated to do a fire drill every three months because it is a high-rise.
20. The Building Code requires a minimum of two exits from each floor area. This would be the stairs. There is one set of stairs on the north end and one set of scissor stairs in the south end. In order for the floor area to have two exits, each set of stairs must be available to the person without special locks or knowledge and clearly marked by exit signage. This is what is shown in the building permit drawings. This would be the same as a high-rise hotel. A hotel suite has a door that exits to the hallway, and then a person can choose to go left or right to enter the closest stairwell to descend from there.

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21. During an emergency event residents will notice that on Floors 4 through 9 only the assisted living residents will have staff interactions. The independent apartment residents on those floors will be on their own to evacuate, as will apartment residents from Floors 10 through 20. The stairwell is common to all though, so all persons will interact in the stairwells with staff assisting residents down to the exterior of the building. Responding fire crews are in suppression mode and are not expected to assist with evacuation as mandated by the Province's Office of the Fire Marshal (OFM).
  22. Requiring the running staff member to recall which side of the doors they are on in order to describe an address location to 911 communicators while trying to affect an evacuation is an added layer of complexity that is not realistic for the operation of the assisted living/retirement home. It places the safety of the residents at risk to add this complexity to the staff duties as part of an emergency response.
  23. For the reasons outlined above, having separate addresses that do not support the design or use of the building and will add unnecessary complexity for residents and Retirement Homes Regulatory Authority (RHRA) staff to perform their duties as legislated in the fire safety plan, is not recommended.
  24. **Development Services (Addressing)** staff have looked at this property and the property owner's request to have two municipal street addresses assigned multiple times. Staff have consistently referenced the existing policy and assigning a single municipal street address at this property remains the staff position.

#### **ENVIRONMENTAL AND CLIMATE CHANGE IMPACT MATTERS**

25. There are no environmental and/or climate change impact matters related to the recommendation.

#### **Summary**

26. Staff had previously been asked to review the municipal addressing for this proposed development and have consistently applied the City's policy and continue to recommend a single municipal street address. Upon review of the material from the applicant the rationale for ease of deliveries and the separation of the branding of the residences and the suites does not maintain the intent of the addressing policy nor does it satisfy Barrie Fire and Emergency Services. The staff position remains unchanged and staff recommend the request be denied.

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## **ALTERNATIVES**

27. The following alternative IS available for consideration by General Committee:

**Alternative #1** General Committee could grant the request to assign two municipal street addresses for the proposed single building development at the subject property.

This alternative is not recommended. The current policy was intended to correct safety issues identified when multiple addresses were previously assigned to a single building. Permitting this location to have multiple addresses when it operates as a single building will revert to the increased risk which was intended to be avoided through the Council approved Street Addressing Policy & Private Street Naming Policy. It is a deviation from the standard course of assigning municipal street addresses and staff are concerned about the safety impacts from an expected increase in emergency response times.

## **FINANCIAL**

28. There are no financial implications to the City from the staff recommendation. Should Council approve the request the current fee for an address change is \$224.24 per request plus \$5.00 per lot / unit to a maximum of \$1,000.00 and the appropriate fee should be payable by the applicant.

## **LINKAGE TO 2022-2026 STRATEGIC PLAN**

29. The recommendation(s) included in this Staff Report support the following goals identified in the 2022-2026 Strategic Plan:

- ☒ Community Safety
- ☒ Responsible Governance

30. Providing municipal street addressing as part of future developments that are unique supports well planned intensification. Consistently addressing new developments in accordance with the Council approved policy will allow residents and Emergency Services to navigate easily to and from this future development. This fosters a safe and healthy city.

Attachments: Appendix "A" – Letter from Traditions Seniors Housing Ltd. dated January 23, 2023  
Appendix "B" – Street Addressing Policy & Private Street Naming Policy  
Appendix "C" – Building Elevations for the Proposed Development at 67 Owen Street

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APPENDIX "A"

**Letter from Traditions Seniors Housing Ltd. dated January 23, 2023**

TRADITIONS SENIORS HOUSING LTD.

January 23, 2023

*Delivered Via Email*

City of Barrie  
70 Collier Street  
Barrie ON L4M 4T5

Attn: Michael Prowse, CAO

Dear Mr. Prowse,

Re: Request for Civic Address Change, Owen Street Barrie

Traditions Seniors Housing offers housing for seniors ranging from independent to assisted. We have a unique operating and financial model proposed for our Owen Street development, The Residences On Owen Ltd., which will allow seniors to live independently in our south tower and with assistance in our north tower. The seniors who live independently will be offered 24/7 live response to ensure help is always on hand and assistance is available for them with daily living, while those in the assisted living section of the building will have full services ranging from housekeeping, dietary to nursing and other allied health services.

Our building layout allows for an easy and logical separation of these similar, but distinct uses. There is a 9-story retirement residence building and a 20-story condo/ rental tower being constructed on the Owen Street footprint. These uses are connected underground and through the second and third level parking facilities. The buildings are not connected on the ground and ground intermediate levels. These levels have separate entrances, CACF rooms and separate services/amenities. There is a 1-hour fire separation, creating fire compartments between the condo/ rental tower and the retirement residence on each floor to meet fire and building codes.

The buildings are connected without restriction on the underground, 2nd, and 3rd parking level. On levels 4 to 9 the buildings connect with a fire separation and restricted access by fob entry. Our condo/rental tower is distinct from our assisted living accommodations in the north tower. Residents will not be able to travel between towers through the shared podium of the buildings or between floors 4-9 without being fob authorized. Condo Tower Amenities include a yoga/fitness studio, pub, games room, dog spa, golf simulator, and a theater/multi-purpose room. The Retirement Residence Amenities include, dining room, bistro, bar, casual grill, pool, fitness room, spa, massage, and juice bar. Retirement services (laundry, nursing, doctors, accessible tubs) are also available on the mezzanine level. An integrated security and life safety system provides for controlled access between the buildings.

In accordance with the City of Barrie Street Addressing Policy (Updated November 2020) we are requesting our building be addressed 67 Owen Street (north entrance and 9-story retirement residence) and 57 Owen Street (south entrance and 20-story condo/rental apartment tower). The policy states that:



*The following criteria shall apply to evaluate any request to change a street number:*

- a) Where there is adequate spacing in the existing numbering scheme to accommodate the proposed request,*
- b) Where there no is opportunity for future infill development that would require street numbers to be reserved; and*
- c) Where Emergency Services would have any concern with the proposed request.*

The merged lots were formerly addressed 55 – 67 Owen Street and 70 – 78 Worsley Street, noting that condition a of the policy is being met. In keeping with section **1.4.9 Street Numbering for Corner Lots** of the policy we are not requesting a Worsley Street address. Condition b) is also satisfied. We believe that there is a concern from Barrie Fire and Emergency Services related to this request and this is the reason why staff do not believe that we have satisfied condition c) as outlined in the policy. We are unaware of any comments received from paramedic or police services.

While we respect that staff have interpreted the policy in such a manner to assign one municipal address, we believe that the policy as written supports two addresses.

**1.5.5 Multi-residential and Mixed-use buildings**

*Multi residential buildings will be addressed by assigning one street number from the street where the main access is on and each unit within the building will be assigned a numeric unit number (101 Main Street Unit 101, 101 Main St Unit 102, and so on)*

*In a mixed-use building, if the building has frontage on one street then a unique street number could be used, and each commercial unit should be address by adding the Unit Designator "Suite" and a numeric unit number and the residential unit by adding the Unit.*

In this case there is a main access for the 9-story retirement residence on Owen Street and a separate and distinct main entrance to the 21-story rental apartment building. As these two buildings are not connected on the ground floor and have distinct main entrances, we interpret the policy provides latitude to assign each entrance with a unique civic address.

The policy states that a unique address 'could' be used, not shall or must be used. It is our interpretation that this is a suggestion not a requirement based on the language used in the policy. Stronger language is used in the next portion which addresses the designation of suites.

The people who live in 57 Owen Street cannot access 67 Owen Street through the distinct entrance to their home and vice versa. Each tower would have suite numbering in accordance with the policy.

The balance of our correspondence will outline the rationale for our request and address Barrie Fire and Emergency concerns as relayed to us in previous discussions with City of Barrie staff.

The lateral separation of the units along a vertical height of the building is not feasible. In keeping with the policy units on floors 4 – 9 would have numbers 67 Owen Street unit 401, 402, 403 through to 427 (the same would apply to each floor) The issue is that if you go up the south stairs or elevator and attempt to access unit 415 you will not be able to, you will have to go back down the elevator, exit onto the street, access the south building entrance and then go up the elevator again to the 4<sup>th</sup> floor.



On every floor unit 14 – 25 will be in one section of the building, which is not accessible to units 1 – 13 and 26 – 27, in keeping with the addressing policy. This creates confusion for tenants, visitors, deliveries, and emergency service personnel. Directional signage can be placed on the site, at the entrances, elevators, and stairs. This is not the most efficient manner of addressing the concern when there is an option to address the units at 57 units 401 – 409 and 67 units 401 – 419 (with the same applying to each floor 4-9)

We believe that providing two civic addresses will positively impact the life safety of residents. In the event of cardiac arrest, as an example, every minute counts. Should a 911 caller not provide proper information about the entrances and access to the building units a responder may lose up to 6 minutes in time attempting to access the dwelling unit if they go to the wrong entrance. Specialized training and plans will have to be created for first responders so that they understand the internal layout of the building, access doors and elevators to use to access which units on which floors. Allowing for two addresses provides for an intuitive response. If a caller identifies as being at 67 Owen Street Unit 403, the first responder will enter the door marked 67 and go up the stairs or the elevator to floor 4.

Of lesser importance, but greater frequency is similar confusion faced by delivery drivers and visitors to the building. Loading operations and passenger drop-off / pick-up for 57 and 67 Owen Street are provided via the Owen Street Access. All visitor parking within the subject site is provided via the Owen Street Access. The above-noted traffic is often less familiar with driveway locations and internal traffic circulation patterns. Clear building numbering will help to mitigate driver confusion for traffic accessing the site on Owen Street. We would not wish to see visitors attending at the wrong building. Having separate addresses, naming, and clear signage and wayfinding, could help mitigate the confusion.

There are elements to be mindful of with respect to operations and consumer experience relative to two building addresses. We need to avoid confusion in the marketplace, hence contemplate branding the two buildings separately (but part of one community). For example, "The Tower on Owen and The Suites on Owen", with The Tower being rental condominiums for autonomous seniors and The Suites a traditional retirement residence offering care services & meals.

The Tower units, as condominiums (most of which rentals) will fall under the Tenant Protection Act, while The Suites would be governed by the Retirement Homes Act and licensed by the Retirement Homes Regulatory Authority (RHRA). The licensing division of RHRA have confirmed two addresses would help delineate the licensed versus unlicensed elements of the project. We understand that the proposed configuration has a single fire alarm system for the entire structure and as such (even with two addresses), the Retirement Homes Act will require annual inspections, drills, and fire safety plans to be conducted and witnessed by the fire department. This will affect the building as a whole, not just the assisted living portion. Failure of the drills will cause the building to be out of compliance with the Ontario Fire Code and with the RHRA governing body. We believe this comprehensive testing is good operational practice and offers a higher level of protection to residents in the condo/rental tower.

The Barrie Fire and Emergency Services (BFES) have cited concerns with the address changes occurring vertically in the stairs or elevators as opposed to horizontally as in other buildings in the city. This would require site specific training for this property in response to how the addressing is delineate including additional details would need to be added to the Computer Aided Dispatch system

to assist responding personnel. Staff are unsure how this building could be represented for responders on a 2D map to overlay the upper floors over the lower floors and their differing addresses (the address changes vertically in the elevator or stairs, not laterally like other buildings).

We believe that miscommunication has occurred with the BFES, as our proposal is to separate the buildings vertically as in other buildings in the city including but not limited to 140 & 150 Dunlop Street, 33 & 37 Ellen Street and 111 Worsley Street & 55 Mulcaster Street. Our proposal is not to have the address change occurring horizontally. The building examples provided are linked internally at the ground level and a resident or visitor can access either tower through either entrance to the building or one main entrance. This is not the case in our situation where residents entering the door for 57 cannot access the elevator for 67 without exiting the building and using the entrance for 67 Owen. We are requesting that the north portion of the building, the 9-story retirement residence, with a main entrance be addressed as 57 Owen Street and that the 21-story condominium apartment tower with a main entrance be addressed as 67 Owen Street.

We are committed to the health and safety of our residents and visitors. We have designed our building to comply with fire and building codes as prescribed by current legislation. We are making this request for the health and safety of our future residents. Without 2 civic addresses – one for each entrance, callers about an emergency situation such as residents, visitors or neighbouring residents are unlikely to be aware or understand the numbering of the parts of the building which may add confusion and time for response.

Additionally, we are requesting two civic addresses for ease of use of the building operationally, for residents and visitors. It is our opinion that by providing two civic addresses we will create a building that functions well, is easy to navigate and is an enjoyable and safe place to call home.

Thank you for considering our request. Please do not hesitate to contact our team if you require any clarification or further information.

Sincerely,  
**Traditions Seniors Housing Ltd.**

On behalf of:  
**The Residences On Owen Ltd.**

Per:

*Bruce Stewart*

Bruce Stewart  
Authorized Signing Officer



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**APPENDIX "B"**

**Street Addressing Policy & Private Street Naming Policy**



**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

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**City of Barrie**  
**Street Addressing Policy**



STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY  
*Last Updated: November 30, 2020*

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**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

## **STREET ADDRESSING**

A street address is a combination of a street number, followed by a street name, which is used as a unique identifier for a property, building or facility. It is important to provide a solid framework for the assigning of municipal addresses as they are used by municipalities to provide a wide range of services, including emergency services.

The City of Barrie is committed to assigning addresses in a simple and consistent manner so that properties can be easily located by any persons or agency. Addressing can be a complicated process, involving a number of different stakeholders. This policy was developed to provide a simple and consistent process for assigning municipal addresses.

### **1.1 Application of Policy**

This policy shall apply to all Residential, Industrial, Commercial, Institutional, Open Space, and Environmental Protection lands, properties, facilities and buildings within the City of Barrie, both private and public.

### **1.2 Street Naming Process**

Street names shall be assigned by the City of Barrie in accordance with the Municipal Naming Policy and Private Street Naming Policy as follows:

- a) Arterial/Collector Roads shall be named by the City, in consultation with the local Ward Councillor(s), utilizing names approved on the Municipal Names Registry where possible, in accordance with the Municipal Naming Policy.
- b) Local Streets/Laneways shall be named by the City, in consultation with the Ward Councillor(s), utilizing names approved on the Municipal Names Registry or names recommended by the developer, in accordance with the Municipal Naming Policy.
- c) Private Streets shall be named by the Director of Planning and Building Service, by by-law, utilizing names approved on the Municipal Names Registry, in accordance with the Private Street Naming Policy.

### **1.3 Street Numbering Process**

Draft street numbers will be assigned by the City of Barrie:

- a) Following approval of a Draft Plan of Subdivision; or
- b) Following approval of a final set of drawings in the Site Plan process; or
- c) Following the issuance of conditions for a Consent Application; or
- d) When an application for part lot control has been received.



The assigning of draft street numbers within a new subdivision shall occur in conjunction with the approval of street names.

Street numbers shall be officially assigned:

- a) Following the registration of the plan of subdivision; or
- b) Following the registration of the Site Plan Agreement; or
- c) Following the stamping of the deed for Consent Applications; or
- d) Upon approval of an application for part lot control; or
- e) Upon registration of a second suite.

#### 1.4 Street Numbering Policies

##### 1.4.1 Assigning Odd and Even Street Numbers

Odd numbers are to be assigned to one side and even numbers on the other side consistently along the entire section of a street having that same name.

In the event that any given street changes direction, the numbering shall remain continuous from beginning to end.

##### 1.4.2 Cul-de-Sacs and Crescents

Notwithstanding Policy 1.4.1, in the case of crescents or Cul-de-Sacs, street numbers shall remain even on one side, and odd on the other side for the entirety of the street.

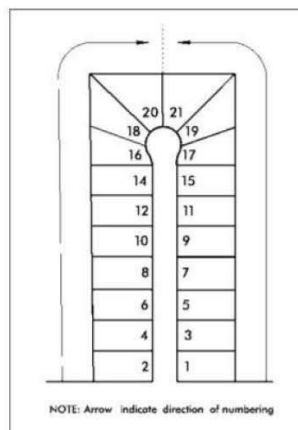


Figure 1:  
Example of street numbering for Cul-de-Sacs



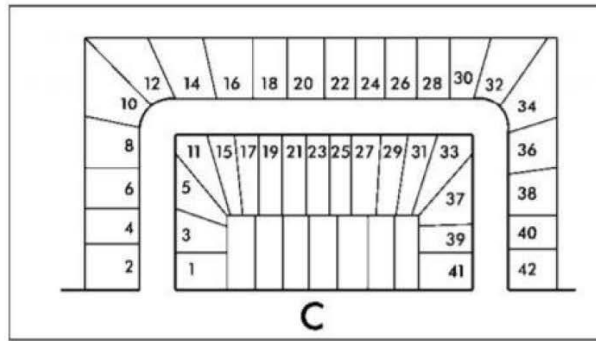


Figure 2: Example of street numbering for crescents

#### 1.4.3 Street Numbering on Municipal Boundary Roads

A municipal boundary road is a road that is bordered by two or more different municipalities on each side.

Municipal boundary roads shall be numbered independently from other roads in order to be consistent with the numbering protocol of neighbouring municipalities. In these cases, the street number shall be assigned so that the existing street numbers are continued in sequence.

#### 1.4.4 Street Number Gapping

At street intersections and along curves, street numbers will be gapped appropriately to ensure consistency with the address numbers on the opposite side of the street. Addresses should generally match on both sides of the street in order to maintain a consistent addressing scheme.

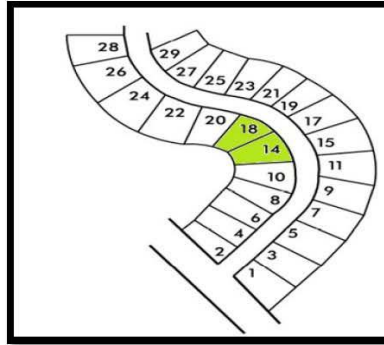


Figure 3: Example of street number gapping on curves

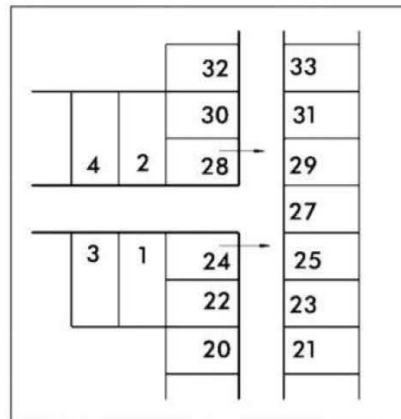


Figure 4: Example of street number gapping at intersections

#### 1.4.5 Street Numbering for Infill Development

Some areas of the City of Barrie may be desirable for infill development. In some cases, there may not be sufficient street numbers for the lots or dwellings being created. In these cases, the newly created lots or dwellings shall be assigned a street number with a suffix (A, B, C, etc.).



Figure 5: Example of street numbering on infill development

#### 1.4.6 Reserving Street Numbers for Future Development

In areas where it is known that a street will be continued or a block will be developed in the future, street numbers will be reserved based on the lot frontage required for the highest and best use permitted in the Zone. These numbers will be reserved until future development occurs and will be assigned in accordance with policy 1.3.

Zone	Best and Highest Use	Lot Frontage Required
R1	SDH	22 m
R2	SDH	15 m
R3	SDH	12 m
R4	SDH	10 m
R5	Street Townhouse	4.5 m
RM1	Semi-detached/Duplex	9 m/17 m
RM2	Street Townhouse	6 m
RM3	Back to Back Townhouses	5.5 m
RA1	Three or more unit dwellings	24 m
RA2	Three or more unit dwellings	30 m

Figure 6: Matrix for reserving street numbers for future development

#### 1.4.7 Assigning Street Numbers for Public Utilities

Pumping stations, hydro substations, and storm water management areas (SWM's) require that a street number be assigned to all access points fronting on a municipal road, and is based on the following hierarchical criteria:



**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

- a) The entrance from the same street as the neighbouring pump house/ utility building/accessory structure; or
- b) The primary entrance(s) for vehicular or pedestrian access.

Furthermore, the numbering of pumping stations, hydro substations, and storm water management areas (SWM's) must be assessed on a site-specific basis with consideration for existing site conditions, such as topography and vegetation. It is therefore important to consult with applicable departmental staff to determine the most appropriate exits and/or access points to be assigned a street number, and if additional numbers are required for any secondary access points.

**1.4.8 Assigning Street Numbers to Parks and Open Space Blocks**

Parks and open space blocks require that one street number be assigned to a park or open space block, based on the following:

- a) The street number will be assigned to the vehicular access point to the park or open space block.
- b) Where there are multiple vehicular accesses, the largest vehicular access point/parking area shall be used.
- c) Where there is no vehicular access or parking area, a street number will be assigned to the active recreation area.
- d) Where there is no active recreation area, a street number will be assigned off the highest classified street (Arterial, collector, local, etc.) abutting the park or open space, in accordance with the policies contained within this document.

**1.4.9 Street Numbering for Corner Lots**

Corner lots shall only be assigned one street number, which will be assigned based on the Street that the front door of the building faces. Where possible, street numbers shall be reserved should the orientation of the building change.

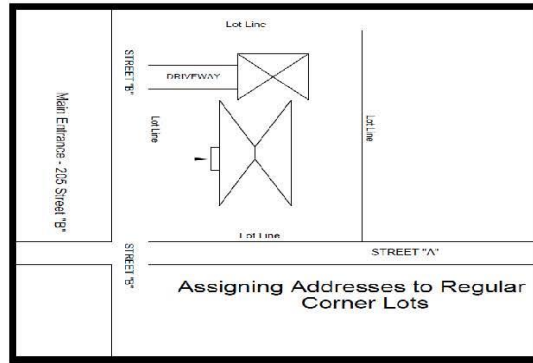


Figure 7: Example of street numbering of corner lots

#### 1.4.10 Street Numbers per Residential Lot

Where a residential lot contains one dwelling unit, only one street number shall be assigned to the lot and building.

#### 1.4.11 Displaying a Street Number

All street numbers shall be displayed in a manner that is consistent with the City of Barrie Street Numbering By-Law 2004-147. It is the responsibility of the owner or occupant to ensure that the street number is located on a wall of the building or on a sign, in such a manner that it is visible from the street at all times.

#### 1.4.12 Avoiding street numbers

All numbers shall be included in the addressing of a street. Numbers that are perceived to be unlucky or culturally significant will not be avoided.

### 1.5 Residential Street Numbering

#### 1.5.1 Single Detached, Duplex, Semi-detached and Street/Block/Cluster Townhouses

For single detached, duplexes, semi-detached dwelling and townhouse developments, an individual street number will be assigned to each dwelling unit off of the street that the main entryway faces.

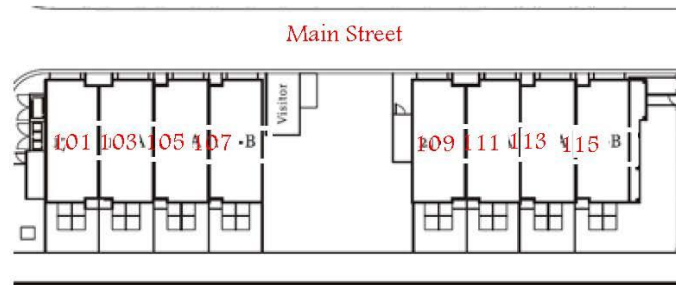


Figure 8: Example of street numbering for low density residential.

### 1.5.2 Secondary and Additional Dwelling Units

“Street Addressing of dwelling units created as an alteration or additions to the main dwelling or in/above detached accessory structures like a garage or as a detached accessory dwelling unit on the property must be addressed by adding a numeric Unit Number to the Street Address of the property/main dwelling as follows:

- The main dwelling unit will retain the property’s municipal address (e.g. 101 Main St).
- Any secondary dwelling unit (self-contained and/or detached accessory dwelling) will include a unit number in its address (e.g. 101 Main St Unit 1, and so on)
- Second Suite units self-contained in the main building of the property will include “Unit 1” in its address (e.g. 101 Main Street Unit 1)

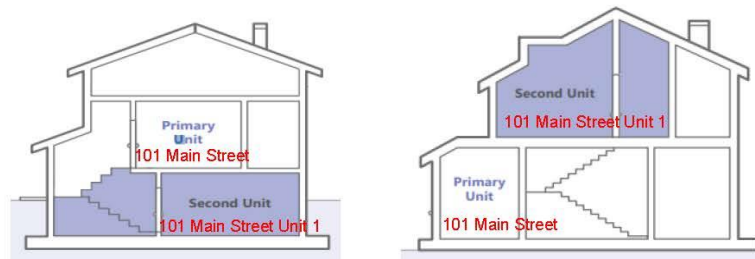


Figure 9: Example of addressing Second Unit – Self-contained within primary dwelling.



- d) When the second suite unit is added in a different space other than the basement of the building; the unit with the larger area will be considered as the main unit.
- e) Detached accessory dwelling units will always be addressed as "Unit 2" for the property where this is dwelling created (e.g. 101 Main St Unit 2)



Figure 2: Example of addressing Second Unit in Detached Accessory Structure located on the property.

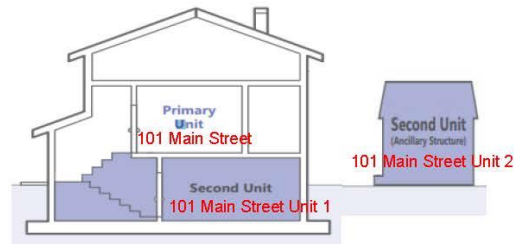


Figure 11: Example of addressing combination of Secondary Units added as self-contained and accessory structure.

- f) In the case of triplex and fourplex, each dwelling unit will have a unit number to the property's municipal address (e.g. 101 Main St Unit1, 101 Main Street Unit2, and so on)



Figure 3: Example of addressing a Triplex  
101 Main St Units 1, 2, & 3.

- g) For properties where more than one secondary unit are allowed; the unit number will be assigned based on when the building permit is issued and not where the unit is located on the property.

h) **Exception:**

The only exception to this policy will be when addressing additional second suites permitted on properties where a second suite was already addressed using alpha unit number; then the new unit will be also addressed with using alpha unit.

- i. The municipality will be responsible for assigning the address and the timing of such assignment will be as follows:
- ii. For second suite units, within the main dwelling, the address must be assigned upon registration.
- iii. For accessory dwellings in detached buildings, duplex, triplex, fourplex the address will be assigned upon issuance of a building permit.

### 1.5.3 Back-to-Back Townhouses

For back-to-back townhouses, a street number will be assigned for each dwelling unit, based on the street that the entry way faces. Where the entryway does not face a roadway, the units will be addressed off of the street the entire building faces.

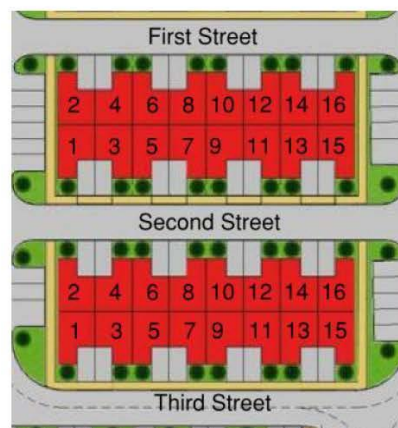


Figure 13: Example of street numbering for back-to-back townhouses

#### 1.5.4 Stacked Townhouses

For stacked townhouses developments, a street number will be assigned to each dwelling unit based on the street that the entry fronts onto.

Address will be assigned, beginning at one end of the block, and proceeding to the other end, with addresses being assigned consecutively to each entryway.



Figure 14: Example of street numbering for stacked

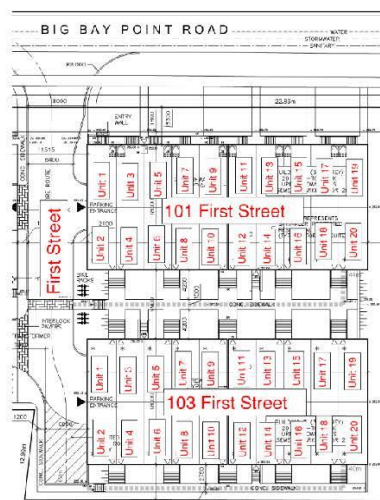


Figure 16: Example of street numbering for back-to-back townhouses that do not front onto a street

### 1.5.5 Multi-residential and Mixed-use buildings

Multi residential buildings will be addressed by assigning one street number from the street where the main access is on and each unit within the building will be assigned a numeric unit number (101 Main Street Unit 101, 101 Main St Unit 102, and so on)

In a mixed-use building, if the building has frontage on one street then a unique street number could be used, and each commercial unit should be address by adding the Unit Designator "Suite" and a numeric unit number and the residential unit by adding the Unit.



Figure 15: Example of street numbering for apartments

### 1.6 Commercial, Industrial or Institutional Developments

Each individual building within a commercial, industrial, or institutional development shall be assigned a street number based on the street the main/front entrance faces. Individual suites within the building may be assigned a suite numbers (101 Main Street, Suite 1) at the discretion of the owner of the property.



Figure 14: Example of street numbering for commercial, industrial, and institutional developments





**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

### **1.7 Policies for Changing a Street Number**

A street number change shall be considered on a case-by-case basis only. Individual requests to change a street number may be accommodated provided that there is the opportunity to do so based on existing address conditions in the area. In order to accommodate the change of a street number, applicants shall submit an application form to the City of Barrie, at Service Barrie. Once submitted, the request will then be reviewed by City staff. If the request is approved, a notification will be sent to the owner, applicable departments, and external agencies for their records.

The following criteria shall apply to evaluate any request to change a street number:

- a) Where there is adequate spacing in the existing numbering scheme to accommodate the proposed request,
- b) Where there is no opportunity for future infill development that would require street numbers to be reserved; and
- c) Where Emergency Services would have any concern with the proposed request.

Where a change in street number has been approved, it shall be the responsibility of the property owner to ensure that the old number is replaced with the new number, as assigned.

### **1.8 Street Numbering for New Plans of Subdivision**

Street numbers for Plans of Subdivision shall be assigned, as a temporary street number, immediately following Draft Plan Approval. Street numbers shall be assigned to all lots in accordance with the provisions of this policy. The GIS Department with the City of Barrie will place this temporary street number on the GIS mapping for the City of Barrie.

When a Plan of Subdivision is registered, City staff will send a confirmation letter to the property owner and the City's list of interested agencies. The GIS Department will move the address from the temporary layer to the permanent layer on the City's Geographic System.

The City's Municipal Law Enforcement Officers shall ensure that the proper street number is posted in accordance with this policy and the applicable Subdivision Agreement.



**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

**1.9 Street Numbering for Site Plans**

Temporary street numbers shall be assigned by the Planning and Building Services Department after the final set of plans have been approved and signed off by all required departments/agencies. A permanent street number shall be assigned once the site plan or condominium has been registered with the Land Registry Department with the province of Ontario. Street numbers shall be assigned in accordance with this document.

**1.10 Agreements**

Where a building is subject to special provisions related to a Site Plan Agreement or Subdivision Agreement, the provisions of the said agreements shall prevail.

**1.11 Street Numbering Notification**

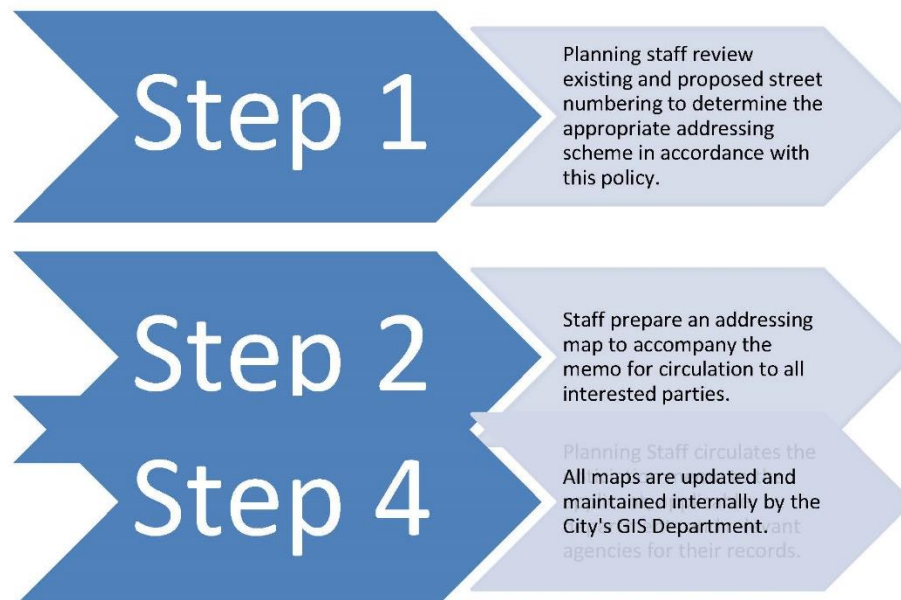
The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

**1.12 Effective Date**

This Policy shall come into full force and effectiveness once adopted by Council.

**1.13 Appendix - A**

**Figure 1: Street Numbering Review and Circulation**







STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY  
*Last Updated: November 30, 2020*

APPENDIX "B"

<b><u>MUNICIPAL ADDRESS CHANGE APPLICATION FORM</u></b>	
<b>A. <u>OWNER'S INFORMATION</u></b>	
Name:	
Mailing Address:	
Telephone:	E-mail:
<b>B. <u>SUBJECT PROPERTY/BUILDING</u></b>	
Current Municipal Address:	
Legal Description:	
Reason for Change Request:	
Proposed Municipal Address:	
<b>C. <u>SUBMISSION REQUIREMENTS</u></b>	
<input type="checkbox"/>	A completed Municipal Address Change Form
<input type="checkbox"/>	The prescribed fee
<input type="checkbox"/>	A site plan depicting the location and entryway of the building to be addressed (required for properties with more than one building subject to municipal addressing).



**City of Barrie**  
**Private Street Naming Policy**



STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY  
*Last Updated: November 30, 2020*

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  - 1.3.3 *Private Street Signs*
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**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

## **PRIVATE STREET NAMING**

For the purposes of this policy, "private street" means any road, laneway or other vehicular access to or from any land, building or structures but does not include a driveway. A "private street" may include part of a parking lot.

Large, complicated sites can create confusion when addressing each building, leading to concerns from emergency services and other City departments when it comes to the location of specific lands, buildings or facilities. By naming private streets, the City of Barrie is able to simplify the addressing on these large sites.

### **1.1 Application of Policy**

The provisions of this policy shall apply to privately owned and maintained streets in the City of Barrie.

### **1.2 Private Street Naming Process**

Private street names will be assigned:

- Following approval of a Draft Plan of Subdivision; or
- Following issuance of conditions for Site Plan.

Notification of the naming of a Private Street will be given in accordance with the *Municipal Act* and the City of Barrie's Public Notice By-law.

Once the notification period has ended, the Director of Planning and Building Services will pass a by-law and provide it to the Legislative and Court Services Department to be numbered and retained in accordance with the City of Barrie's Record Retention Policy.

The By-law will be noted on the following City Council Minutes.

### **1.3 Private Street Naming Policies**

#### **1.3.1 Assigning Private Street Names**

Names shall be assigned to private streets, by Planning and Building Services Staff with the support of Emergency Services and other City departments.

Names shall be selected from the City of Barrie Municipal Names Registry. A by-law shall be passed by the Director of Planning and Building Services for the naming of a private street in accordance with Section 48 of the *Municipal Act, 2001, S.O. 2001, c. 25*.



**STREET ADDRESSING POLICY &  
PRIVATE STREET NAMING POLICY**  
*Last Updated: November 30, 2020*

**1.3.2 Suffix of Private Street names**

Names of private streets shall use the suffix of "Lane" in accordance with the Municipal Naming Policy.

**1.3.3 Private Street Signs**

Private Street Signs will display the street name and include the word "Private" below the street name for clarity.

The cost for the installation and maintenance of a street name sign for a private street shall be the responsibility of the property owner.

**1.4 Street Naming Notification**

The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

Notification

**1.5 Effective Date**

This Policy shall come into full force and effectiveness once adopted by Council.

## APPENDIX "C"

### Building Elevations for the Proposed Development at 67 Owen Street

