



Appendix 'A'

MEMORANDUM

TO: Chair and Members of Development Services Committee

FROM: Jim Baird, Commissioner, Development Services
Robert Tadmire, Senior Project Coordinator

DATE: June 15, 2010

RE: Request by Ms. Olivia Chiu for a change of address from 4 Glaceport Crescent to 2 Glaceport Crescent

RECOMMENDATION:

That the request for an address change by Ms. Olivia Chiu from 4 Glaceport Crescent to 2 Glaceport Crescent be denied on the basis that the requested change would not comply with the Town's approved street addressing criteria.

BACKGROUND:

Staff received a request from Ms. Chiu to change the address of her property from 4 Glaceport Crescent to 2 Glaceport Crescent citing her number 4 address as having religious and ethnic based concerns. Ms. Chiu's property is the next lot in from the corner lot situated south-east of the intersection of Glaceport Crescent and Heathfield Avenue (*see Appendix 'A'*). That corner lot is addressed as 7 Heathfield Avenue. In accordance with addressing policy the address 2 Glaceport Crescent is reserved as an alternate address for the corner lot in case the owner wishes to re-address the property.

After reviewing the requested address change, Staff identified conflicts with the Town's "addressing criteria" and denied the request. Ms. Chiu contacted her Ward Councillor asking for assistance with her address change request. Ms. Chiu has decided to make a deputation on this matter to Development Services Committee.

Staff denied the requested address change based on the Council adopted "addressing criteria" that Staff is required to administer when assigning addresses (*see Appendix 'B'*). These criteria were developed to ensure a coherent and consistent addressing system within the Town. One of these criteria (# 11) requires the assignment of two addresses to corner lots, one to be used and one to remain reserved in case it is required in the future. When Staff assigns an address to a corner lot at the Plan of Subdivision stage a building permit has not yet been issued and staff is

not aware of the orientation of the home with respect to its front facade. Staff typically assigns an address along the front lot line (shorter lot frontage), as was the case for 7 Heathfield Avenue.

If, after construction Staff find that the front entrance of the house is actually located on the longer frontage and the owner requests an address change, Staff will re-address the house on to the frontage where the main entrance is located. This is typically requested by owners because they experience situations where people have trouble locating the home, as the front entrance does not correspond to the street address. The address change may also facilitate emergency response. Staff also reserves the alternate number for corner lots in case the orientation of the front building facade should change in the future through either renovation or new construction.

In this instance the front facade and main entrance to the home at 7 Heathfield Avenue faces onto Heathfield Avenue, but the Council adopted addressing criteria requires the reserved address to be held in case it is needed in the future. On this basis Staff denied Ms. Chiu's request to use the address 2 Glaceport Crescent. The current or future owner(s) of 7 Heathfield Avenue should have the option of changing their address onto Glaceport Crescent if any future changes to the orientation of the home would necessitate an improved identification of their property and facilitate emergency response.

Appendix 'B'

Street Addressing Criteria

The assignment of addresses follows a set of Council adopted criteria to ensure that a coherent and consistent addressing system is maintained. The following is the list of adopted criteria to be administered by the Director of Planning and Urban Design or designate:

1. Numbers are assigned in ascending order from south to north and from west to east. In cases where a dead end street begins at the north or east end, numbering proceeds south or west respectively.
2. Numbers on a street commence at 1,2, or 3 depending on the orientation of corner lots.
3. All numbers are included in the addressing of a street.
4. Even numbers are assigned to properties fronting the north and west sides of streets and odd numbers to properties fronting the south and east sides.
5. Should a street change direction, the predominant direction of the street determines which side of a street gets odd or even numbers.
6. Odd and even numbering should not be transposed along a street, regardless of changes in direction.
7. Numbers for properties that are on opposite sides of the street should be consecutive, wherever possible. This may require gapping for curved portions along a street (See criteria 9).
8. Numbers along the same side of the street should be consecutive wherever possible.
9. Adjustments are made for curved streets and at inside corner locations. In this regard numbers are skipped on the side of the street which has a greater frontage.
10. Half numbers (eg. 93 1/2) and numbers with a suffix (eg. 93A) are generally not permitted. However, when additional lots are created through consent and a whole number is not available for the new lot, a suffixed number may be assigned. A residential unit above a commercial property is also provided a suffix. These situations are relatively rare.
11. Corner lots are assigned a number for the abutting street that contains the lesser lot frontage at the subdivision registration stage. A second number is left in reserve

for the other frontage. The actual number used for that lot will depend upon the lesser street frontage and the street the house will face. The unused number remains in reserve in case the orientation of the building on the lot should change direction through renovation or new construction.

12. In the case of small courts, the buildings are numbered in a clockwise direction using a single run of numbers, usually even.
13. In the case of U - loop streets which involve a reversing of direction in numbering, it is policy for the numbering to start from the intersection closest to, or located on, the more important connecting street.
14. On long cul-de-sac streets the change from odd to even numbering occurs at a point as close as possible to the centre line of the street at the limit of the turning circle.
15. Street numbering on private roads must follow the Town's street numbering procedures.
16. Certain street configurations such as cul-de-sacs on short connector streets, and other anomalies, are assessed on an individual basis.
17. Draft street numbers are assigned to a plan of subdivision after the Director of Planning has granted draft approval by stamping and signing copies of the draft plan of subdivision. These numbers may be subject to change. Final street numbers are confirmed upon receipt of a registered plan of subdivision from the York Region Land Registry.
18. Where a residential lot frontage is larger than 60 feet (18.288 metres), numbers are assigned at intervals of four (eg. 2, 6, 10).
19. Rural residential and non-residential lots are given one municipal address number for every 17.55 feet (5.35 metres) of lot frontage. Only one address number is given to each separated building on a lot.
20. The actual number given to a rural residential or non-residential building is subject to its location along the lot frontage.
21. The street address number for a non-residential building on a corner lot is assigned according to the lot frontage on which the main entrance to the building is located. Where the main entrance faces the corner, the address number will be assigned to the more prominent street. If both streets are of similar prominence, addressing may be assigned along either of the streets, at the discretion of Planning Department staff.

22. Multiple occupancy buildings are assigned a single municipal address number. Individual units within such buildings are not assigned separate addresses by the Town, but are required to be given numerical identification by the owner in sequential order and including all numbers.
23. When assigning addresses along a street, one address number is reserved for each 9 metre length of intersecting street right-of-way in order to ensure addressing on both sides of the street are consecutive.
24. Adequate address numbers will be reserved along segments of future streets that span vacant lands between two or more plans of subdivision by assigning one address for every 19.68 feet (6 metres) of lot frontage. Where actual development results in the availability of more address numbers than are required, the extra numbers will be set aside by breaking the consecutive numbering along the street at points where intersecting roads break the lotting patterns.

APPENDIX 'C'

Address Change Policy

Where address change requests are submitted by land owners, the Town has a set of criteria designed to ensure that only appropriate requests are approved. The following text comprises the Council adopted address change policies:

- 1) THAT ALL REQUESTS FOR AN ADDRESS NUMBER CHANGE BE REVIEWED AND CONSIDERED BY THE DEVELOPMENT SERVICES COMMISSION, AND APPROVAL GIVEN ONLY IF THE FOLLOWING CRITERIA ARE SATISFIED:
 - (A) A REQUEST FOR AN ADDRESS NUMBER CHANGE MAY BE MADE ONLY BY THE REGISTERED PROPERTY OWNER.
 - (B) IN NO CASE SHALL AN EXISTING ADDRESS NUMBER BE CHANGED SO AS TO CONFLICT WITH THE ADDRESS NUMBERING CRITERIA ADMINISTERED BY THE PLANNING DEPARTMENT.
 - (C) AN ADDRESS NUMBER CHANGE WOULD BE PERMITTED WHEN:
 - AN ERROR OR OMISSION WAS MADE BY THE TOWN WHEN ASSIGNING NUMBERING TO A STREET, OR
 - THE FIRE DEPARTMENT RECOMMENDS A CHANGE WHERE IT FEELS THE LEVEL OF EMERGENCY SERVICE RESPONSE WOULD BE IMPROVED, OR
 - ABUTTING REGISTERED PROPERTY OWNERS ARE NOT AFFECTED BY AN ADDRESS CHANGE.
 - (D) WHERE AN ADDRESS CHANGE REQUEST HAS BEEN APPROVED, AN ADMINISTRATION FEE OF \$500.00 IS REQUIRED PRIOR TO CIRCULATION OF THE ADDRESS CHANGE.
 - (E) WHERE A REGISTERED PROPERTY OWNER WISHES TO SUBMIT AN ADDRESS CHANGE REQUEST THAT REQUIRES A CHANGE OF ADDRESSING FOR OTHER PROPERTIES, THE APPLICANT MUST OBTAIN WRITTEN APPROVAL FROM EACH OF THE AFFECTED REGISTERED PROPERTY OWNER(S) FOR A CHANGE TO THEIR ADDRESS PRIOR TO SUBMISSION OF A REQUEST. UPON APPROVAL OF A SUBMISSION, THE APPLICANT MUST SATISFACTORILY DEMONSTRATE THAT COMPENSATION (\$200.00 PER AFFECTED OWNER) HAS BEEN PROVIDED TO OTHER AFFECTED REGISTERED PROPERTY OWNERS FOR COSTS INCURRED AS A RESULT OF A CHANGE.