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**TO:** GENERAL COMMITTEE

**SUBJECT:** AMENDMENT TO THE CITY OF BARRIE STREET ADDRESSING POLICY

**WARD:** ALL

**PREPARED BY AND KEY CONTACT:** O. SANCHEZ, PLANNING SERVICES TECHNICAL COORDINATOR, EXT. 4380

**SUBMITTED BY:** M. BANFIELD, RPP, DIRECTOR OF DEVELOPMENT SERVICES

**GENERAL MANAGER APPROVAL:** A. MILLER, RPP, GENERAL MANAGER OF INFRASTRUCTURE AND GROWTH MANAGEMENT

**CHIEF ADMINISTRATIVE OFFICER APPROVAL:** M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

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**RECOMMENDED MOTION**

1. That Sections 1.5.2, 1.5.3. and 1.5.6. of the City of Barrie Street Addressing Policy be amended to reflect the policy changes attached as Appendix “A” to Staff Report DEV033-20.

**PURPOSE & BACKGROUND**

Purpose

2. The purpose of this staff report is to recommend amendments to Sections 1.5.2, 1.5.3 and 1.5.6 of the City of Barrie Street Addressing Policy.

Report Overview

3. The City of Barrie Street Addressing Policy adopted by Council on June 29, 2018 sets out procedures on how to assign new street names and street numbers for all different types of properties existing in the City.
4. A Street Address is a combination of a Street Number, followed by a Street Name, Street Type and it is used by the municipality as a unique identifier for a property, building or facility. It may also contain Street Number Suffix, Street Direction, Unit Designator or Unit Number.
5. Street Names will be assigned in Accordance with the Municipal Naming Policy.
6. The Street Number is the number describing where a building is located on a street. In residential areas, it can be listed also as a “house number”.
7. A Street Number is normally numeric; however, there are situations where a Street Number Suffix (A, B, C..) needs to be added. This would only be where there is a lack of numbers available on the street. In such cases, the numeric and the alpha character become the Street Number. This is illustrated below in the example in paragraph 13.

8. Unit Designators are used to distinguish the use of the property. For Residential development, the unit designator is 'Unit' and for Commercial, Industrial and Institutional developments the unit designator is 'Suite'.
9. A Unit Number refers to the number assigned to a unit within a building, when applicable.

#### Existing Policy

10. The Current policies in the City of Barrie Street Addressing Policy that are applicable to residential unit types include in Sections 1.5.2, 1.5.3, and 1.5.6.

Section 1.5.2 currently states:

"Upon registration, a second suite shall be assigned an alpha unit street number based on the street number of the principal unit. If the main unit has an address of 101 Main Street, the second suite shall be addressed 101 Unit A Main Street."

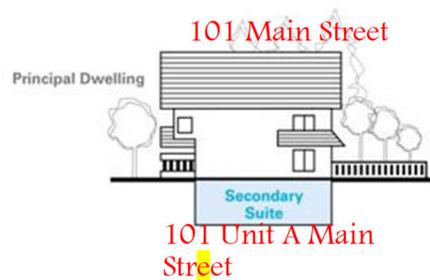


Figure 9: Example of street numbering for second suites.

Section 1.5.3 currently states:

"For each new unit created in an existing residential building, a new alpha unit will be used. The address will be assigned upon issuance of a building permit (101 Unit A Main Street, 101 Unit B Main Street, and so on). Some examples may include Single Detached Houses that are converted into "triplexes", "fourplexes", etc."

Section 1.5.6 currently states:

"Residential buildings where individual units do not front on a street shall be assigned one main street number, based on the street that the main entryway faces. Each unit within the building will be assigned a number unit number (Unit 101 – 101 Main Street, Unit 102 – 101 Main Street, and so on)."

#### **ANALYSIS**

11. In residential areas the Street Number of the property is also known as the House Number and if additional dwelling units are added to the property, the main dwelling will always use the property's Street Number.

12. The types of intensification permitted in established areas of the City are causing complexity to the addressing process. Recent changes in the *Planning Act* now allows for an accessory dwelling unit in a detached building on properties containing a detached dwelling, semi-detached dwelling or townhouse dwelling unit. This is in addition to the permission to allow for a second suite within the main dwelling unit. As such there becomes situations where there will be three separate dwelling units on one property.
13. The use of Street Number Suffix or Alphanumeric Street Numbers has increased due to the lack of street numbers in established neighbourhood areas of the City where intensification is happening (e.g. severing a lot to create two or more lots; or the conversion of an existing residential- use building and alterations or additions).



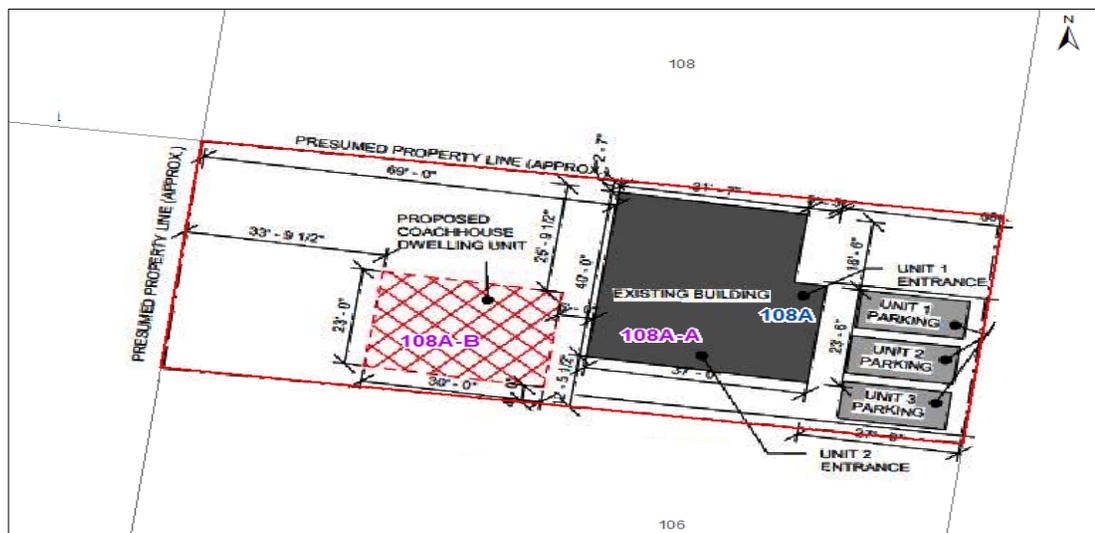
In this image the original house (88) was demolished, and the parcel severed to create 3 new lots where 3 townhouses were built. The Street Numbers assigned were 88A, 88B, 88C due to a lack of available numbers on the street.

14. "Alpha" unit numbers have been used to address second suites and any additional dwelling units in single detached dwellings, semi-detached dwellings, and townhouse dwellings as shown below.



In the image above a second suite was added in the basement of the existing semi-detached dwellings; and the Street Numbers assigned were (240A-A, 242A-A, 244-A, 244A-A)

15. However, with the ability to also add an accessory dwelling unit on properties containing single detached dwellings, semi-detached dwellings, and townhouse dwellings, the street numbering is becoming complicated, as shown below.



In the image above, in addition to the already existing second suite self-contained in the primary building on the property, a detached accessory dwelling is being proposed on the property and the Street Numbers would end out being 108A, 108A-A and 108A-B

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16. To avoid addressing situations like the ones illustrated above staff are recommending that:
- a) 'Alpha' characters must be used only for the Street Number where required (as was shown in paragraph 13 above).
  - b) 'Numeric' unit numbers should be assigned consistently to all residential and non-residential units when required.
  - c) The Unit Number in a municipal address should be placed at the end and not in between the Street Number and the Street Name as currently indicated in the Policy (e.g. 101 Main St Unit 1).
  - d) In properties with single, semis and townhouse dwellings, the main dwelling will always be referenced with the official municipal address of the property and for any additional dwelling added, a Unit Number will be assigned.
17. City staff from Barrie Fire and Emergency Services, Building, Information Technology, Water Operations, and Development Services, were consulted to ensure that the amendments proposed are feasible and will not cause systematic issues to the systems they used. All departments confirmed they are satisfied with the proposed amendments to the policies.
18. Staff have started to apply the recommended amendments when addressing secondary dwelling units since October 15, 2020.
19. Staff are recommending the following proposed amendments to Sections 1.5.2, 1.5.3 and 1.5.6. of the Street Addressing Policy regarding Additional Dwelling Units on Single, Semi-detached and Townhouse Dwellings and Apartment Building.
- a) That the entire Sections 1.5.2, 1.5.3 be deleted and replaced with the following:  
**1.5.3 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:
    1. The main dwelling unit will retain the property's municipal address (e.g. 101 Main St).
    2. Any secondary dwelling (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)

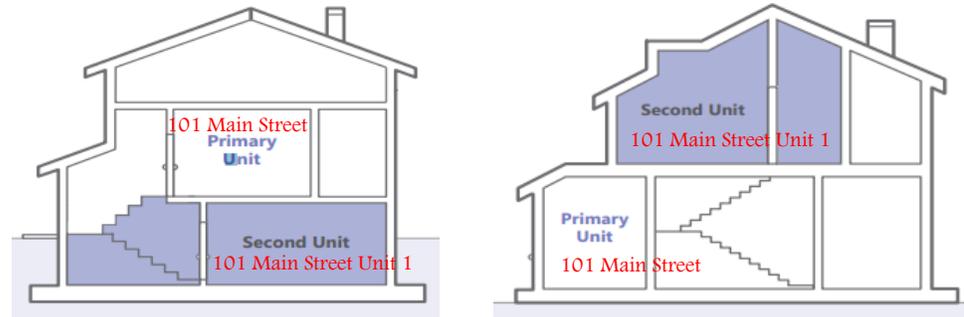


Figure 1: Example of addressing Second Unit – Self - contained within primary dwelling.



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

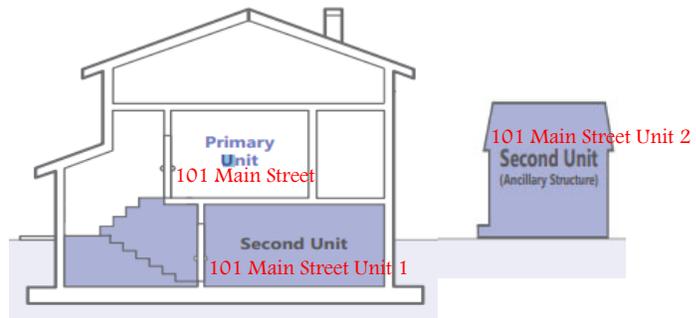


Figure 3: Example of addressing combination of Secondary Units added as self-contained and accessory structure.

3. In the case of a triplex and fourplex, each dwelling unit will have a unit number added 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  
100Main St Units 1, 2, & 3.

4. 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.
  5. **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.
  6. The municipality will be responsible for assigning the address and the timing of such assignment will be as follows:
    - i. For second suite units, within the main dwelling, the address must be assigned upon registration.
    - ii. For accessory dwellings in detached buildings, duplex, triplex, fourplex the address will be assigned upon issuance of a building permit.
- b) That Section 1.5.4. be renumbered as Section 1.5.3
  - c) That Section 1.5.5 be renumbered as Section 1.5.4
  - d) That Section 1.5.6 be deleted, and replaced with the following:

### 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)

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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 Designator "Unit" and the Unit Number (e.g. 101 Main Street Suite 1, 101 Suite 2, ..., and 101 Main St Unit 201, 101 Main St Unit 202, and so on)

Multiple Street Numbers may be required for buildings fronting more than one street.

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

20. There are no environmental and climate change impact matters related to the recommendation.

### **ALTERNATIVES**

21. The following alternatives are available for consideration by General Committee:

**Alternative #1**

General Committee could maintain the existing policy with respect to Street Addressing.

This alternative is not recommended as it will lead to the continued confusion for the addressing process on the Infill Developments in the City.

### **FINANCIAL**

22. There are no financial implications for the Corporation resulting from the proposed recommendation.

### **LINKAGE TO 2018–2022 STRATEGIC PLAN**

23. The recommendation(s) included in this Staff Report are not specifically related to the goals identified in the 2018-2022 Strategic Plan.

APPENDIX "A"

Amendments to Sections 1.5.3, 1.5.4 and 1.5.6

**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:

1. The main dwelling unit will retain the property's municipal address (e.g. 101 Main St).
2. Any secondary dwelling (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)

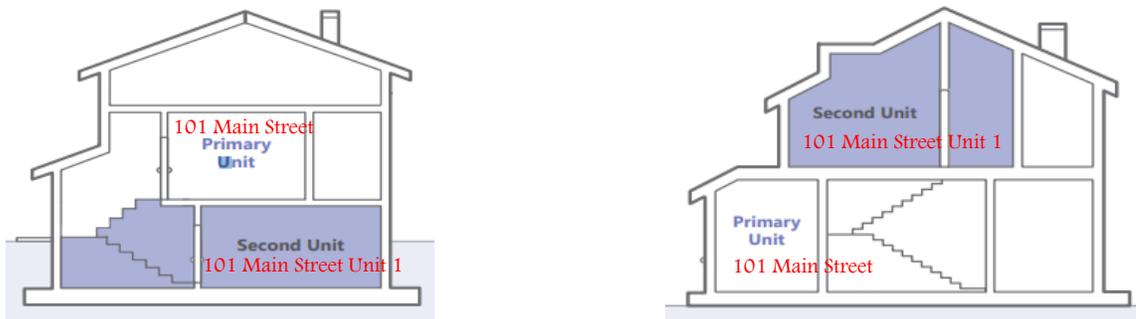


Figure 9: Example of addressing Second Unit – Self - contained within primary dwelling.



Figure 10: Example of addressing Second Unit in Detached Accessory Structure located on the property.

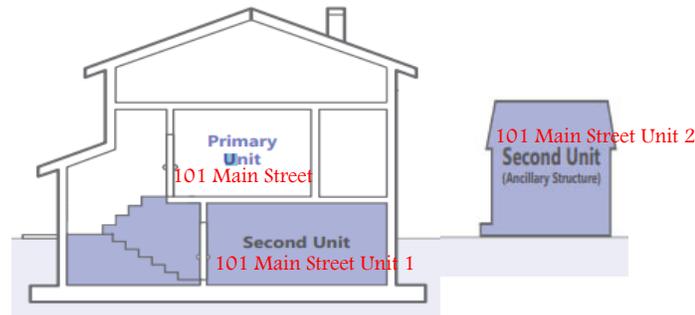


Figure 11: Example of addressing combination of Secondary Units added as self-contained and accessory structure.

3. 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  
100Main St Units 1, 2, & 3.

4. 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.
5. **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.
6. The municipality will be responsible for assigning the address and the timing of such assignment will be as follows:
  - a) For second suite units, within the main dwelling, the address must be assigned upon registration.
  - b) 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.

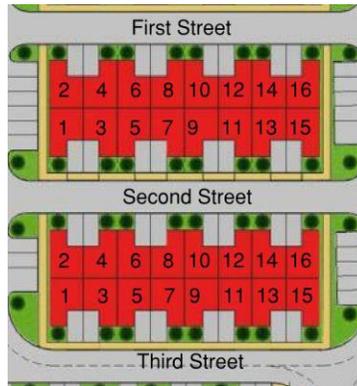


Figure 13: Example of street numbering for back-to-back townhouses

### 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 townhouses

### 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.

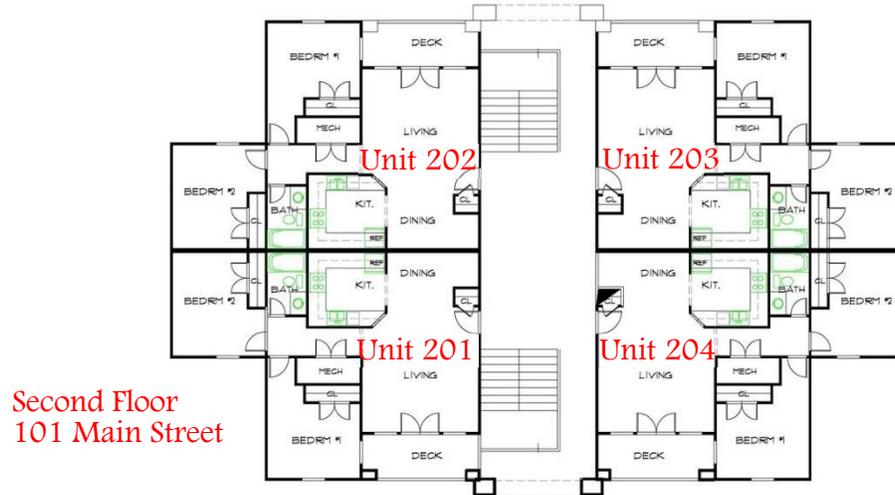


Figure 15: Example of street numbering for apartments

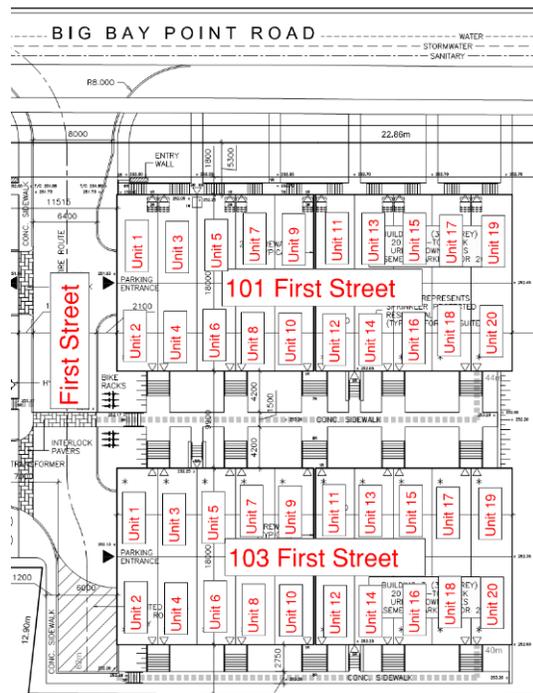


Figure 16: Example of street numbering for back-to-back townhouses that do not front onto a street