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**Date** March 20, 2025 **Report No. 2024-137**

**To** Chair and Members  
Brantford Accessibility Advisory Committee

**From** Lindsay King – Intermediate Development Planner, Planning and Development Services

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## 1.0 Type of Report

Consent Item [ ]  
Item For Consideration [x]

## 2.0 Topic Site Plan Application for 247-253 West Street (SPC-03-25) [Financial Impact: None]

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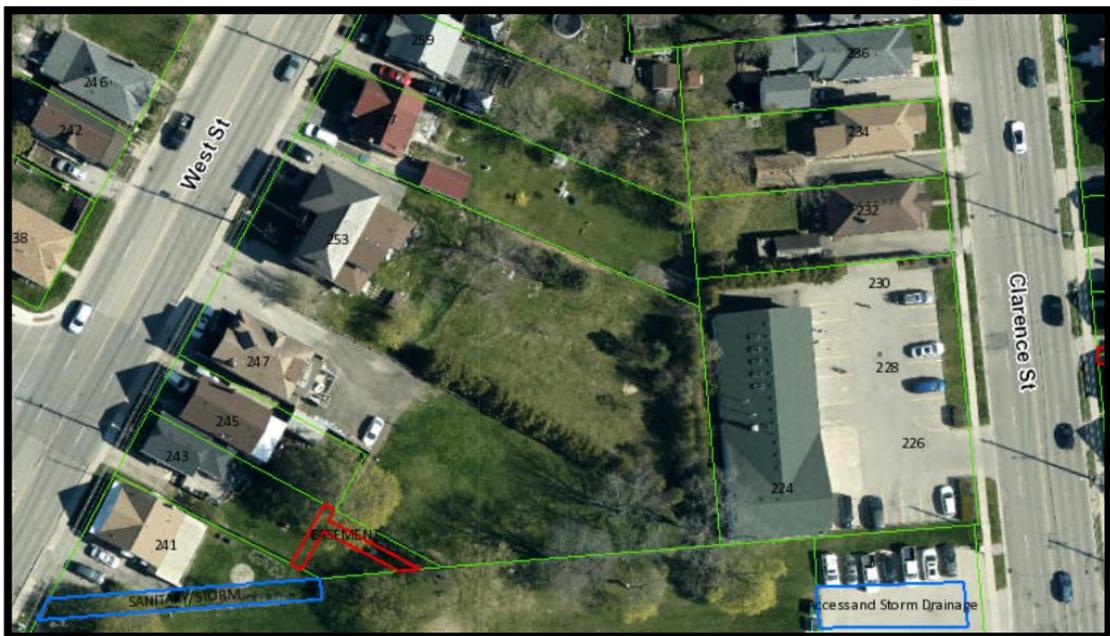
## 3.0 Recommendation

- A. THAT Report 2025-137, titled “Site Plan Application for 247-253 West Street (SPC-03-25), BE RECEIVED for information purposes; and,
- B. THAT the following comments regarding the Site Plan Amendment SPC-03-25 BE FORWARDED to Planning Staff:
  - i. \_\_\_\_\_;
  - ii. \_\_\_\_\_; and
  - iii. \_\_\_\_\_.

## 4.0 Background

The City of Brantford has received a Site Plan Amendment Application for the lands located at 247-253 West Street. The subject property is located on the east side of West Street, approximately 200 meters south of the intersection of West Street and Clarence Street. The proposed development is a three-storey apartment building with 18 units, and 24 parking spaces. Primary access to the property will be from West Street. Relevant visual documentation includes **Figure 1**, an aerial of the subject lands; **Figure 2**, a street view of the existing site; and **Figure 3**, a concept plan showing the proposed apartment building. A full-sized version of the concept plan is attached as **Appendix A**.

*Figure 1-Aerial of Existing Property*





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## 5.0 Analysis

Planning Staff continue to work closely with the applicant to address technical comments from various departments and agencies. As part of this process, Accessibility Staff have emphasized the importance of presenting the development proposal to the Brantford Accessibility Advisory Committee (BAAC) to gather additional feedback.

The submitted site plan includes one Type A and two Type B accessible parking spaces, all located within approximately 12 metres of the rear building entrances. Each accessible parking space is designed with adjacent access aisles along the passenger sides and is connected to the rear entrances with concrete walkways.

The site plan identifies four entrances, each linked to the parking area and sidewalk through dedicated concrete walkways. Given that the subject lands slope downward toward the rear of the property, staff highlighted during the pre-consultation stage that the applicant must carefully consider maximum slope requirements. The accompanying grading plans indicates that internal walkways will have running slopes ranging from 1% to 3%, which aligns with the Design of Public Spaces Standards and the Ontario Building Code (OBC).

One internal walkway, located along the proposed southern façade of the apartment building, includes two sets of nine stairs, providing a connection between the public sidewalk and the rear parking lot. However, pedestrian connections from the sidewalk to the front main entrance, as well as from the parking lot to the three rear main entrances, do not include stairs, ensuring accessible routes for residents and visitors.

The proposed amenity space, located to the northeast of the apartment building, features concrete unit pavers and landscaped open space.

The City's Accessibility Coordinator has provided the following key recommendations:

- All entrances must be accessible.
- Common features and amenity spaces must be accessible.
- Accessible parking spaces should be evenly distributed near building entrances.

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- Sidewalks and walkways must be at least 1.5 meters wide, constructed with a firm and stable surface, and avoid the use of pavers, which can create mobility barriers.
  - The Design of Public Spaces Standards requires pedestrian routes to maintain a maximum slope of 1:20 (5%).
  - Ramps should be prioritized over stairs to support universal accessibility, following OBC standards (maximum 1:12 (8.33%) slope).
  - The applicant should consult with Brantford Transit regarding transit accessibility.

Following this recommendation, the applicant engaged Brantford Transit, which advised that due to insufficient space for a turnaround in the rear parking lot, a designated parking space for the Brantford Lift vehicle should be provided to ensure safe and functional site operations.

## 6.0 Conclusion

The Planning Department is committed to ensuring that the development at 247-253 West Street aligns with the best practices in accessibility and land use planning. Planning Staff look forward to collaborating with the BAAC to thoroughly understand and address any potential accessibility concerns.

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Lindsay King  
Intermediate Planner

Reviewed By:

Joshua Schram, MCIP, RPP  
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Planning and Development Services

Attachments (if applicable)

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**Appendix A – Site Plan**

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required  yes  no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk  yes  no

Is the necessary by-law or agreement being sent concurrently to Council?  yes  no