

Subject

**Planning Process for the After-use of the ‘Surplus’
University Village Public School - An Overview**

June 2004

Overview

Staff from the Upper Grand District School Board and the City’s Planning and Building Services Department took part in the facilitation of a design “charette” to analyze alternative development options for the after-use of the University Village Public School (55 Devere Dr.) in Guelph.

The Proposed Neighbourhood Consultation process involved endorsement from the School Board.

City Council gave endorsement to proceed with the neighbourhood consultation process in March 2004. The project was publicized through various news releases.

Staff from the school board and city planning staff formulated a work plan to complete the review. The work plan in brief consisted of the following tasks:

- Prepare Workshop Format (2 stage process based on responsible use of staff resources and ‘hoped for’ quality public involvement)
- Conduct workshop I to solicit input
 - o Mail-out to 1100 households in proximity to the UV public school (area encompassing Hanlon on the east, Stone on the south, Speed River on the west, and College on the north
 - o Registrants from mail-out was approximately 50;
 - o Facilitated workshop with review and comment on different options for the property
 - o Public feedback on the info/process of workshop
- Conduct workshop II to assess alternative approaches to the reuse of the school facility
 - o Notice and workshop agenda distributed to all registrants
 - o Present information highlights from workshop I, i.e. use identification and preliminary evaluation
 - o Staff presentation of alternative futures for the school site
 - o Group discussion and individual assessment of alternative plans

- Information compiled
 - o Summary document prepared and circulated for comment
 - o All information assembled compiled and forwarded to the School Board. Copy retained in Planning Department for future development proposals

Background

Two neighbourhood workshops dealing with future reuse options for University Village Public School took place on May 5, 2004, and then May 19, 2004 at College Heights Secondary School.

A “charette” planning methodology was used to brain-storm ideas around the potential development options and their positive/negative impacts on the surrounding community.

The planning process began with the distribution of 1,100 invitation letters (**Appendix 1**) to the surrounding/impacted community. Replies were received from 54 participants.

Workshop I, May 5th

Registration letters (**Appendix 2**) were then sent to all participants, which outlined the location and time of the workshop illustrated by a site map. Also included was an agenda for the workshop and contact information.

At the workshop, facilitators were given packages which were utilized in an attempt to illustrate “preferred” development options as identified by the groups. Presentations were made by City and School Board Staff which included;

- A brief history of the school
- Board disposition process review
- City staff review of Official Plan policies and Zoning regulations
- Compatible Development

Following the presentations, participants broke into groups and analyzed seven categories of development including both residential and non-residential built forms.

It is important to note that the School Board operates under land disposition requirements of the Education Act, and the findings from the process are not binding on the School Board. The primary intent of the process has been to promote dialogue amongst principle stakeholders, to add clarity as to what are the ‘preferred options’ amongst members of the community, and to provide direction as to possible criteria/conditions that could be applied to future development projects of a similar nature.

Workshop II, May 19th

City Staff and the School Board invited the same “charette” participants on May 19th to evaluate alternative scenarios for development of the UV site. The scenarios evolved from the May 5th workshop discussions and included:

- Expanded Church (Institutional)
- Private School (Institutional)
- Multiple Tenant Community Use (Institutional)
- Church with Residential Development
- Residential Development (single lots)
- Residential Development (mixed use)
- City/School Board Land Swap and Zone Change

Registration letters were distributed to all participants, which provided workshop and contact information. An agenda for the workshop was included as well.

The facilitators were given packages which outlined the seven development options, assigned groupings, the evaluation questionnaires and the option evaluations.

Presentations were made by City Staff regarding the goals of the workshop and the reasoning for the integration of a public consultation process. Furthermore, City Staff spoke about the zoning implications for specified land uses.

Participants then divided into individual groups to discuss each of the seven development options. Comments were noted for the various alternative options. Also emanating from the second workshop were two alternative land swap scenarios.

**Workshop Evaluations
May 5th & 19th**

Participants evaluated the “charette” process and design itself after each session (via questionnaire). .

Executive Summary

A document was prepared highlighting the workshop process. Also included was a discussion of the various scenarios discussed and developed for the UV School site and a participant evaluation of the public consultation process in general (see separate **Executive Summary pdf**).

The Executive Summary was distributed to all participants who were also given an opportunity to comment on the document via email, fax or mail. Several participants did comment.

APPENDIX 1



University Village Public School

After-use Community Consultation Process



April 14, 2004

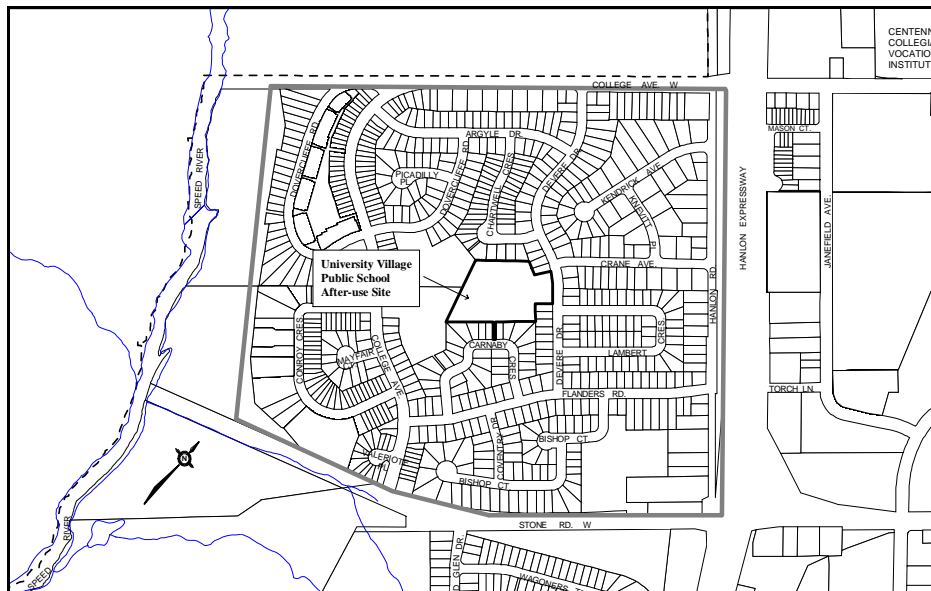
Neighbourhood Working Group Charette Workshop Invitation Call

The City of Guelph is seeking community members to participate in a design exercise for the future use of the **University Village Public School Site**.

The decision to close University Village Public School was a component of the South Guelph Elementary Accommodation Plan approved by the Upper Grand District School Board in the fall of 2001. This subsequent consultation process is being lead by the City of Guelph in partnership with the Upper Grand Board.

Members of the Neighbourhood Working Group will provide information and advice to City Staff and the Upper Grand Board in anticipating potential acceptable redevelopment options for the site.

The map below outlines the neighbourhood along with the school site under review.



**University Village Public School
After-use Community Consultation Process**

**Neighbourhood Working Group
Charette Workshop Invitation Call**

Summary of Work: Residents are invited to serve on the working group to assist in defining “compatible development” and in preparing redevelopment options for analysis. The plans will demonstrate options in achieving “compatible design”.

The charette workshop will result in a report that will provide the Board with a range of acceptable options for the final disposition of the property.

Time Commitment: Participation on the Neighbourhood Working Group involves a two evening time commitment. In addition, a draft of the report will be forwarded to each participant for review and comment.

**Neighbourhood Working Group
Charette Workshop Sessions:**

Weds. May 5th, 2004 7:00 p.m. – 9:30 p.m. Analysis & options discussion

Weds. May 19th, 2004 7:00 p.m. – 8:30 p.m. Review of developed options

Registering: Persons interested in participating in this workshop process must leave their name and contact information (mailing address, phone number, email address) with Cheryl Coutts at the City’s Planning and Building Services office **prior to 4:30 p.m. on April 23, 2004.** Email Cheryl at ccoutts@city.guelph.on.ca or call (519) 837-5616 Ext. 2365. An agenda package will be forwarded to you before the first workshop meeting.

Please register at your earliest convenience as space is limited!

For members of the public who are unable to participate in the charette sessions, you can provide written comments to:

City of Guelph Planning & Building Services
59 Carden Street, City Hall
Guelph, Ontario N1H 3A1
Fax 837-5640
Email planning@city.guelph.on.ca

For additional background information on this process, please contact either:

Paul Kraehling City of Guelph Planning Division, Senior Policy Planner
Telephone: 837-5616 Ext. 2368
Dennis Cuomo Upper Grand District School Board, Planner Officer
Telephone: 822-4420 Ext. 820

APPENDIX 2



University Village Public School

After-use Community Consultation Process



April 27, 2004

Neighbourhood Working Group Charette Workshop

Participant Details

Congratulations! You have been registered to take part in the neighbourhood workshop to examine redevelopment options for the University Village Public School site. The sessions are scheduled for:

Weds. May 5th, 2004 7:00 p.m. – 9:30 p.m. Analysis & options discussion

Weds. May 19th, 2004 7:00 p.m. – 8:30 p.m. Review of developed options

Location:

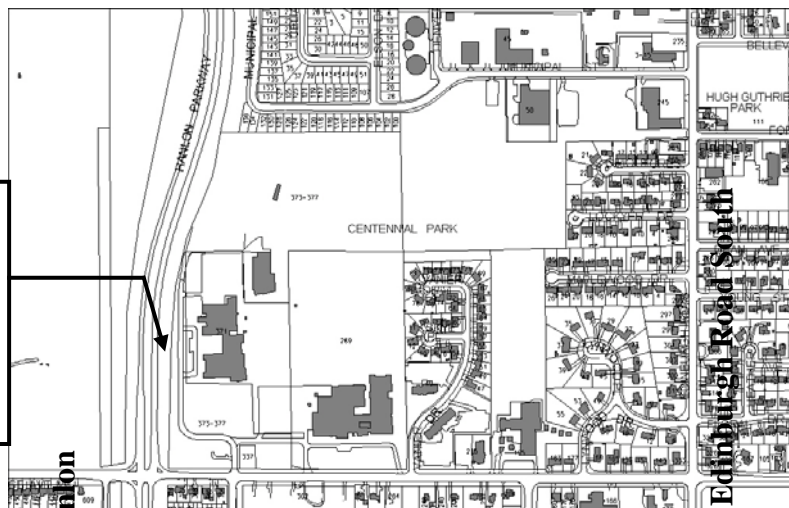
Cafeteria

[College Heights Secondary School.](#)

371 College Ave West

**College Heights
Secondary School**

**Note: Enter the
school at the rear
parking lot.**



College Avenue West

University Village Public School
After-use Community Consultation Process
Neighbourhood Working Group Charette Workshop

The Agenda for the initial session on May 5th is as follows:

6:30 Registration starts

7:00 Introductions & Goals of Workshop

History of the School

Board disposition process review

City Staff review of Official Plan policies and Zoning regulations

“Compatible Development” discussion

Site Analysis – group discussion of the existing conditions and general site issues

Options Range – group discussion to the range of development options to be explored

8:15 *break*

Break-out Groups – to develop principles and programme for each option

Group Presentations, Feedback & Next Steps

9:30 *end*

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See You There!