



SUBJECT: Information report for a plan of subdivision and zoning by-law amendment for 143 Blue Water Place and 105 Avondale Court

TO: Planning and Development Committee

FROM: Department of City Building - Planning Building and Culture

Report Number: PB-53-19

Wards Affected: 4

File Numbers: 510-01/19 & 520-04/19

Date to Committee: July 9, 2019

Date to Council: July 15, 2019

Recommendation:

Receive and file department of city building report PB-53-19 regarding the plan of subdivision and zoning by-law amendment for 143 Blue Water Place and 105 Avondale Court.

Purpose:

The purpose of this report is to provide information for a Statutory Public Meeting concerning applications for a plan of subdivision and to amend the zoning by-law to allow the development of eight residential lots, a public street and blocks for a window-to-the-lake at 143 Blue Water Place and 105 Avondale Court.

The following objectives of Burlington's Strategic Plan (2015-2040) apply to the discussion of the subject application:

- A City that Grows*
 - *Intensification*

The Strategic Plan directs that new and transitioning neighbourhoods be designed to promote easy access to amenities, services, and recreation areas with more opportunities for walking, cycling and using transit. Intensification in older neighbourhoods is to be carefully managed to respect these neighbourhoods and be planned so that growth is financially sustainable.

- *Focused Population Growth*

The Strategic Plan encourages young families, youth, newcomers and seniors to locate in Burlington. Strategic initiatives and indicators for achieving this direction include: future development will be higher density, walkable and accessible; the city will become a leader in walkability and bikeability scores in the province and will be fully aligned with provincial strategy and goals.

A City that Moves

- *Increased Transportation Flows and Connectivity*

The Strategic Plan envisions a city that offers transportation options and actively connects people and places. Walking and cycling is to guide the development of new and transitioning neighbourhoods and the downtown so that people rely less on automobiles.

A Healthy and Greener City

- *Healthy Lifestyles*

Every resident is to live within a 15-20 minute walk from parks or green spaces. The window-to-the-lake will be a component of the City's park network, ensuring that the city's waterfront is easily accessible and accommodates walking and cycling. Progress indicators include: percentage of parks and green space within a 15-20 minute walk for residents; number of trail access points created; and kilometers of trails connected to parks.

- *Environment and Energy Leadership*

The city is to have a healthy natural heritage system that is protected, well connected, conserved and enhanced. Burlington's waterfront is to continue to be clean, safe and usable, and the city is to take a leadership position in ensuring the rehabilitation and preservation of the city's creeks and streams, and in stormwater management and low impact development. The city's urban forest and tree canopy is envisioned to increase and continue to thrive.

An Engaging City

- *Good Governance*

The Strategic Plan directs that new infrastructure needed to support growth is paid for by new development. Residents are involved to enhance sound decisions.

Executive Summary:

RECOMMENDATION:	None. Statutory Public Meeting.		Ward:	4
<i>Application Details</i>	APPLICANT: OWNER: FILE NUMBERS: TYPE OF APPLICATION: PROPOSED USE:	Bloomfield Developments Inc. Same as above. 510-01/19 (24T-19001/B) & 520-04/19 Plan of Subdivision & Zoning By-law Amendment Low density residential; Open space		
<i>Property Details</i>	PROPERTY LOCATION: MUNICIPAL ADDRESSES: PROPERTY AREA: EXISTING USE:	South of Lakeshore Road, between Walkers Line and Appleby Line 143 Blue Water Place & 105 Avondale Court 1.6 ha Low density residential		
<i>Documents</i>	OFFICIAL PLAN Existing: OFFICIAL PLAN Proposed: ZONING Existing: ZONING Proposed:	Residential – Low Density No change Residential Low Density (R1.2) R1.2-XXX; O2		
<i>Processing Details</i>	NEIGHBOURHOOD MEETING: APPLICATION RECEIVED: STATUTORY DEADLINE: PUBLIC COMMENTS:	November 13, 2018 April 17, 2019 October 14, 2019 Number of notices sent: 74 Number of comments received: 13, from 18 individuals		

Background and Discussion:

General

On April 17, 2019, the Department of City Building acknowledged that complete applications had been received for a Plan of Subdivision and to amend the Zoning By-law at 143 Blue Water Place & 105 Avondale Court to support the development of the lands with eight detached lots, a public road, and a window-to-the-lake. The purpose of this report is to provide an overview of the application, an outline of applicable policies and regulations, and a summary of technical and public comments received to date. This report is intended as background information for the statutory public meeting.

Site Description

The subject site has an area of 1.6 ha, with approximately 15 m of frontage on Lakeshore Road, 15 m of frontage on Avondale Court and 105 m bordering on Lake Ontario. The site is located south of Lakeshore Road, between Shoreacres Road and Appleby Line. The site is currently developed with two single detached homes, and consists of two parcels:

- 143 Blue Water Place is approximately 0.7 ha, with frontage on Lakeshore Road, and 3.5 m bordering on Lake Ontario. This parcel includes part of a private laneway (Blue Water Place (BWP)) that is used by 9 other houses on BWP for access to Lakeshore Road. The east-west jog of BWP is privately owned by 4346 Blue Water Place, and is outside of the subject site.

There are a number of individual private water and sanitary lines underneath BWP, connecting houses fronting BWP to the municipal systems at Lakeshore Road. The majority of houses fronting BWP, including the existing houses at 143 Blue Water Place and 105 Avondale Court, are currently using septic systems.

- 105 Avondale Court is approximately 0.91 ha, bordering on Lake Ontario and Avondale Court. An unregulated drainage feature runs along the east side of the property. The driveway of 105 Avondale is used as a shared access way to Avondale Court with the adjacent property to the east (113 Avondale Court).

In 2016, the site was the subject of a Zoning By-law Amendment application (520-07/16) for 35 townhouse units and 4 semi-detached dwellings. The application was refused by City Council in 2016 and by the Local Planning Appeal Tribunal in July 2018.

Through the previous application, 12 Butternut Trees (an endangered species protected under Ontario's *Endangered Species Act*), were identified on the site.

Surrounding Land Uses

The site is surrounded by low density residential uses (single detached dwellings) to the north, east and west, and Lake Ontario to the south.



Figure 1 – Air photo (2017) with the subject property outlined

Description of Application

As shown on Sketch No. 2 (Appendix A) and Figure 2 (p.10), the applicant proposes to develop the lands with eight, two-storey, single detached houses fronting a public road. Approximately 1 ha of the site is proposed to be dedicated to the City for a public road, a window-to-the-lake / waterfront trail with public access from Blue Water Place (Blocks 2 & 3), and for the protection of hazardous lands associated with the Lake Ontario shoreline and of the existing drainage feature (Block 1).

The proposed development has a density of 12.9 units per net hectare, excluding proposed land dedications.

To facilitate the development, the applicant has applied for a Plan of Subdivision consisting of 8 lots, 3 blocks and a public road. The applicant has also applied to rezone the lands from “Low Density Residential (R1.2)” to “Low Density Residential (R1.2-XXX)” and “Open Space (O2)”. The proposed Zoning By-law Amendment is for reductions in lot area, lot width, yard setbacks, building setback abutting a creek block, and increases in lot coverage and dwelling depth.

The existing 143 Blue Water Place laneway is proposed to be extended southwards, reconstructed to meet City standards, and transferred to the City as a public road. The proposed road includes a sidewalk on one side, and will also include street lighting to municipal standards.

Existing private lines under the 143 BWP laneway are proposed to be replaced with municipal water and wastewater mains and connections. Houses fronting 4346 BWP will have their private lines replaced with the new municipal system under and up to the limits of 143 BWP, and remain unchanged beneath 4346 BWP.

Supporting Documents

The applicant has submitted the following materials in support of the application:

- [Concept Plan](#), prepared by UrbanSolutions, dated March 15, 2019
- [Draft Plan of Subdivision](#), prepared by UrbanSolutions, dated March 2019 and signed by Surveyor on April 1, 2019
- [Proposed Zoning By-law Amendment](#)
- [Planning Justification Report](#), prepared by UrbanSolutions, dated April 2019
- [Functional Servicing & Stormwater Management Report](#), prepared by The Odan/Detech Group Inc., dated March 2019
- [Preliminary Grading Plan](#), prepared by The Odan/Detech Group Inc., last revised March 28, 2019
- [Preliminary Servicing Plan](#), prepared by The Odan/Detech Group Inc., last revised March 28, 2019
- Plan & Profile of Road, [Drawing 1](#) & [Drawing 2](#), prepared by The Odan/Detech Group Inc., last revised March 28, 2019
- [Height Survey](#), prepared by The Odan/Detech Group Inc., last revised March 28, 2019
- [Tree Inventory and Preservation Plan Report](#) and associated [Tree Inventory & Preservation Plan](#), [Tree Protection Fencing Details](#), and [Tree Table](#), prepared by Natural Resource Solutions Inc., last revised March 26, 2019, and Reliance Letter dated March 25, 2019
- [Landscape Plan](#), prepared by Geometric Studio Inc., dated March 28, 2019
- [Traffic Impact and Parking Study](#), prepared by Cole Engineering, dated May 2016, and [Reliance Letter](#) dated March 22, 2019
- [Noise Feasibility Study](#), prepared by Rubidium Environmental Inc., dated January 11, 2019
- [Shadow Study](#), prepared by TrolleyBus Urban Development, dated March 25, 2019
- [Phase One Environmental Site Assessment](#), prepared by Candec Engineering Consultants Inc., dated April 25, 2018, and [Reliance Letter](#) dated January 11, 2019

- [Stage Two Archaeological Report](#), prepared by Archaeological Consultants & Contractors, dated August 28, 2018
- [Geotechnical Investigation](#), prepared by Terraprobe Inc., last revised March 27, 2019
- [Topographic Survey](#), prepared by Ashenhurst Nouwens Ltd., signed by Surveyor on June 10, 2011
- [Environmental Site Screening Questionnaire](#), completed by UrbanSolutions, dated February 13, 2019
- [Plan of Survey](#), prepared by Ashenhurst Nouwens & Associates Inc., completed on February 22, 2019
- [Correspondence with Ministry of Natural Resources Regarding Butternut Trees](#)
- [Cover Letter](#), prepared by UrbanSolutions, dated April 3, 2019

All of the supporting documents have been published on the City's website for the subject application, www.burlington.ca/BluewaterAvondale.

Policy Framework

The proposed Plan of Subdivision and Zoning By-law Amendment are subject to the following policy framework: Provincial Policy Statement (2014), the Growth Plan for the Greater Golden Horseshoe (2019), Region of Halton Official Plan, City of Burlington Official Plan, and the City of Burlington Zoning By-law 2020. A discussion of conformity with the provincial and regional documents will be addressed in the subsequent recommendation report.

Provincial Policy Statement, 2014

The Provincial Policy Statement (PPS) provides broad policy direction on land use planning and development matters of provincial interest. The PPS provides policies for appropriate development and land use patterns that make efficient use of land and infrastructure, protect natural resources and public health and safety, and facilitate economic growth.

The PPS directs that growth and development be focused in settlement areas, but away from natural heritage features and areas and natural and human hazards, such as hazardous lands adjacent to Lake Ontario and river, stream and inland lake systems that are impacted by flooding, erosion and/or dynamic beach hazards. Planning authorities are also required to protect, improve or restore the quantity and quality of water by, among other things, ensuring stormwater practices that minimize stormwater volumes and contaminant loads and maintain or increase the extent of vegetative and pervious surfaces.

Within settlement areas, land use patterns are to be based on densities and a mix of land uses that efficiently use land, resources, infrastructure, and public service facilities,

and support active transportation. The PPS also directs that healthy, active communities should be promoted by planning public streets and spaces to be safe, meet the needs of pedestrians, and facilitate active transportation; and by providing a full range of publicly accessible settings for recreation and opportunities for public access to shorelines.

Growth Plan for the Greater Golden Horseshoe, 2019

The new Growth Plan for the Greater Golden Horseshoe (Growth Plan) came into effect on May 16, 2019. All planning decisions made on or after May 16, 2019 must conform to the Growth Plan. The Growth Plan builds on the policy foundation set out in the PPS and provides a framework for managing growth and achieving complete communities in the Greater Golden Horseshoe. Complete communities are defined in the Growth Plan as places that offer and support opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living.

Among the Growth Plan's policies are policies that encourage municipalities to develop a system of publicly-accessible parkland, open spaces and trails, including in shoreline areas, that clearly demarcates where public access is and is not permitted, and is based on a coordinated approach to trail planning and development, and good land stewardship practices for public and private lands (Growth Plan, 4.2.5).

Halton Region Official Plan (ROP)

The subject lands are designated as Urban Area and Regional Natural Heritage System in the Halton Region Official Plan (ROP). The ROP states that the range of permitted uses within the Urban Area shall be in accordance with local official plans and zoning by-laws. However, all development is subject to the policies of the ROP.

The shoreline of Lake Ontario is designated Regional Natural Heritage System. The objectives of this designation include to protect and enhance the waterfront as a major resource that is part of the Provincially significant Lake Ontario and Burlington Bay shoreline. Policies regarding development or redevelopment applications adjacent to Lake Ontario include requirements for proponents to investigate and implement shoreline protection measures to the satisfaction of Conservation Halton and the City, as well as encouragement to local municipalities to obtain suitable waterfront property along Lake Ontario for public access and as part of a continuous trail system along or adjacent to the waterfront (ROP, 118.(15)(a) & (d)).

City of Burlington Official Plan

The property is designated "Residential – Low Density" on Schedule B, Comprehensive Land Use Plan – Urban Planning Area of the Official Plan. This designation permits single-detached and semi-detached housing units with a maximum density of 25 units per net hectare. (Official Plan, Part III, 2.2.2)

The applicant is proposing 8 single detached units, with a density of 12.9 units per net hectare. The calculation of density excludes the proposed public road and waterfront and drainage feature blocks.

Criteria for Residential Intensification within Established Neighbourhoods

The Official Plan provides criteria to be considered when evaluating proposals for residential intensification within established neighbourhoods. These criteria include the adequacy of municipal servicing and off-street parking, capacity of the transportation system to accommodate any increased traffic flows, level of significant sun-shadowing on adjacent properties, and compatibility and transitioning between existing and proposed buildings. (Official Plan, Part III, 2.5.2)

Waterfront Policies

The Official Plan also provides principles, objectives and policies to guide planning and development of property adjacent to the Lake Ontario/Burlington Bay shoreline. The Official Plan expresses that a publicly accessible and connected waterfront, consisting of parks, trails and windows-to-the-lake) is important for citizens to participate in a variety of waterfront activities; its objectives include to establish more areas of publicly accessible waterfront and to enhance public accessibility to the waterfront through land acquisition (Official Plan, Part II, 9.1, 9.3 & 9.4).

Accordingly, the Official Plan states that Council shall encourage the acquisition of land to create new or add to existing windows-to-the-lake (9.3.2 c)). Also, a continuous waterfront trail, comprised of a shoreline trail and a near-shoreline trail in the general vicinity of the Lake and connected to existing public waterfront areas will be implemented through development and/or redevelopment (9.3.2 i)).

Development proposals along the waterfront “shall provide for public open space and a Waterfront Trail use, where feasible” (9.4.2a)). Policy 9.4.2d) requires a minimum 15 m wide strip of land from the stable top of bank to be dedicated to the City as part of the fulfillment of parkland dedication. Furthermore, where there is sufficient distance between the roadway and the waterfront to accommodate both the development and the waterfront trail, the proponent is also required to dedicate to the City lands below the stable top of bank and links to public roadways and public open spaces, and carryout shoreline protection, basic grading, and any required fencing as a condition of approval (9.4.2).

The Official Plan also provides policies to ensure that all activities and future development surrounding the waterfront are clean, open, green, attractive, environmentally sustainable and that the waterfront environment and ecosystem is protected and enhanced. These policies include requirements for public parks to be designed to be safe, attractive and inviting, and to visually separate private and public open spaces (9.2.2; 9.3.2). Public waterfront areas are also to be accessible by all

means of transportation while maintaining a pedestrian-oriented atmosphere (9.3.2 g), h)).

Other Policies (e.g. Stormwater Management, Transportation)

Other policies of the Official Plan include policies related to the implementation of stormwater management controls, and the development and maintenance of the City's transportation system, among other matters. An analysis of the proposal according to the City's Official Plan, including the intensification, waterfront, stormwater management and transportation policies, will be provided in the future recommendation report.

City of Burlington Adopted Official Plan, 2018

The proposed new Official Plan was adopted by Council on April 27, 2018 and has been developed to reflect the opportunities and challenges facing the City as it continues to evolve. Halton Region has identified areas of non-conformity, and as such, the adopted Official Plan will be subject to additional review and revision prior to its approval. Further, City Council has directed a new staff review and public engagement process to consider potential modifications, including a review of height and density provisions. As a result, no weight is placed on the policies of the adopted Official Plan in the review of this application at this time.

City of Burlington Zoning By-law 2020

The lands are currently zoned "Residential – Low Density (R1.2) in the City's Zoning By-law 2020. Single detached dwellings are permitted. Table 1 below outlines the requirements for the R2.1 zone, what is proposed by the applicant, and whether site specific provisions would be required. It should be noted that this chart is based on a preliminary review by staff.

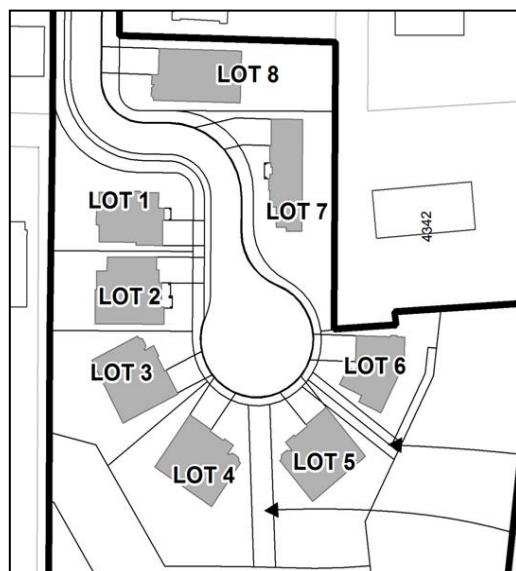


Figure 2 – Proposed Lot Layout

Table 1 – Comparison of Existing Regulations and Proposal

	Required (Minimum unless otherwise noted)	Proposed (bold = site specific provision required)							
		Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8
Lot Width	24 m	17.8 m	18 m	18.4 m	20 m	19 m	18.4 m	46.2 m	16.7 m
Lot Area	925 m ²	669 m²	595 m²	795 m²	985 m ²	905 m²	593 m²	831 m²	811 m²
Front Yard	9 m	6.7 m	6.6 m	7 m	7 m	7 m	6.7 m	3.5 m	7.4 m
Rear Yard	9 m; 4.5 m on a corner lot	10.5 m (corner)	10.4 m	8.2 m	9.5 m	6.3 m	7 m	7.5 m	21.8 m (corner)
Side Yard (for dwellings with an attached garage)	10% of lot width; Street side yard: 9 m i.e. given proposed lot widths: Lot 1 – 1.7 m; 9 m street side Lot 2 – 1.8 m Lot 3 – 1.8 m Lot 4 – 2.0 m Lot 5 – 1.9 m Lot 6 – 1.8 m Lot 7 – 4.6 m Lot 8 – 1.6 m; 9 m street side	4.2 m (street side); 1.3 m (interior)	1.3 m (north); 1.5 m (south)	1.2 m (north); 2.1 m (south)	3.1 m (west); 2.2 m (east)	1.8 m (west); 2.3 m (east)	3.2 m (south); 1.6 m (north)	20+ m (south); 1.8 m (north)	2.5 m (north); 2.1 m (street side); 1.8 m (south)
Setback of all buildings and structures from a creek block, O2 or O3 zone	7.5 m; 4.5 m if block includes a 3 m buffer	--	--	--	--	6.3 m	7 m	--	--
Lot Coverage (for two storey dwellings with an attached garage)	Maximum 35%, including accessory buildings	25.7%	37.1%	27.7%	22.2%	24.4%	28.5%	21.4%	28.9%

Technical Comments

The rezoning and draft plan of subdivision applications were circulated to internal staff and external agencies for review. Not all comments have been received for this application. The following is a summary of the comments that have been received to date. Staff will address technical concerns and/or recommended conditions submitted by these agencies in the recommendation report.

City Parks & Open Space

City Parks & Open Space staff comment that in accordance with the City's Official Plan policies, the proponent is required to dedicate to the City lands below the stable top of bank as a condition of development or redevelopment. Also, a minimum 15 m strip of land from the stable top of bank along the entire width of the shoreline will be dedicated to the City as part of the fulfillment of parkland dedication for the establishment of a window-to-the-lake, along with a 5 m-wide public access to the window-to-the-lake and trail to provide public access and access for future shoreline maintenance and repairs. If the value of the park dedication exceeds the normal park dedication, the proponent would receive compensation for the difference.

The proponent will carry out a survey and undertake basic grading of the site for the window-to-the-lake and trail including construction of shoreline protection to the satisfaction of the City and Conservation Halton.

School Boards

Halton District School Board and Halton Catholic District School Board staff comment that they have no objection to the proposed applications. Elementary students generated from the development will be accommodated at Mohawk Gardens Public School, Frontenac Public School and St. Raphael Catholic Elementary School. High school students will be accommodated at Nelson High School and Assumption Catholic Secondary School.

Bell Canada

Bell Canada staff comment that their standard condition applies for the plan of subdivision. Bell Canada staff also advise that prior to commencing any work, the developer must confirm that sufficient wire-line communication/telecommunication infrastructure is available. The developer is required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure, if infrastructure is not currently available.

Financial Matters:

The applications are being processed in accordance with the required development application fees. Any additional financial matters will be addressed in the future recommendation report.

Public Engagement Matters:

The applicant held a Neighbourhood Meeting on November 13, 2018 at Pineland Baptist Church, prior to submission of the application. Approximately 35 residents, Ward Councillor Stolte, and City Planning staff attended the meeting.

The application was subject to the standard circulation requirements for a property in the urban area. A public notice and request for comments were circulated in May 2019 to all property owners and tenants within 120 m of the subject site. 74 households were circulated. A notice sign was posted on the property in May 2019.

A webpage was created on the City of Burlington website, accessible at www.burlington.ca/BluewaterAvondale. This webpage provides information about the subject application including dates of public meetings, links to supporting studies, and contact information for the applicant's representative and the Department of City Building.

Public Comments

In response to public circulation, staff received 13 comments from 18 members of the public on the subject application. A copy of the public comments received is attached as Appendix B to this report. The general themes of the written comments are summarized below:

- Opposition to window-to-the-lake / waterfront trail
 - Opinions that need for park is low due to proximity to Paletta Park, lack of interest from current residents of Blue Water Place and Secord Lane, and lack of parking on BWP for visitors
 - A waterfront trail connecting to Paletta Park via Secord Lane and to the west via Avondale Court is not possible
 - Concerns about privacy for houses that are proposed to back onto park and trespassing on Avondale Court
 - Concerns about safety of park due to steep slope to lake and limited visibility of park from street
 - Concerns about cost to City to maintain the park and shoreline protection works

- Eliminating parkland dedication would allow developer to reduce the number of lots and develop lots that are in conformity to the Zoning By-law 2020 without reducing the profitability of project for developer
 - Collect cash-in-lieu of parkland to improve existing Windows-to-the-Lake that are unsafe and in disrepair
- Historic flooding and maintenance issues associated with existing drainage feature
 - Concerns about costs to the City to maintain the drainage feature if City assumes ownership
 - Concerns that the proposed development would exacerbate current flooding problems associated with the drainage feature
- Opposition to sidewalks and street lights on proposed public road
 - Concern that sidewalks would remove green space and damage roots of existing trees
 - Opinion that sidewalks and streetlights are not needed because current and future residents currently/will rarely walk on the street
 - Concern that sidewalks would worsen existing flooding concerns on BWP
- Concerns about privacy and sun-shadowing impacts of proposed development on rear yard and trees of 4342 Blue Water Place; privacy impacts on 153 BWP; and general concerns about compatibility of number of lots with existing neighbourhood
- Concerns that proposed zoning by-law amendment will set precedence for future development on BWP, Secord Lane and the surrounding area
 - Number of lots should be reduced and proposed Window-to-Lake eliminated so that developer can develop larger lots that are in conformity to the Zoning By-law 2020
 - Concern that proposed development does not reflect the unique character of the area
- 105 Avondale driveway
 - Current driveway is in disrepair due to historic flooding events
 - Concerns about safety; suitability of driveway for construction vehicles, lighting; snow removal; and use of driveway as access point to future window-to-the-lake/waterfront trail
- Concern about loss of trees and other vegetation and impacts to existing wildlife; existing vegetation and wildlife should be protected
- Traffic and Parking
 - Proposed "S" configuration of BWP will result in speeding and visibility problems. Suggestion for a speed bump to be installed near the BWP and Lakeshore Road
 - Concern about impact of development on traffic and street parking on BWP
- Concern about parking, mud and dust impacts on BWP residents during construction, and request for construction parking and road clean up plan

- Interest in seeing 4346 Blue Water Place laneway become a public road with municipal services

The questions and concerns raised in the public's written comments, as well as those raised at the Statutory Public Meeting, will inform staff's review of the application.

Conclusion:

This report provides a description of the subject applications and an update on the technical and public review that are underway. A subsequent report will provide an analysis of the proposal in terms of applicable planning policies and will provide a staff recommendation on the proposed application.

Respectfully submitted,

Rebecca Lau

Planner I

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Appendices:

- A. Sketches
- B. Public Comments Received to Date

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.