

Supplementary Report - Encroachment Appeal - 495-517 Wellington Street West - Proposed Ground Sign

Date: August 27, 2025

To: Toronto and East York Community Council

From: Director, Permits and Enforcement, Transportation Services

Wards: Ward 10, Spadina Fort York

SUMMARY

At its meeting on July 8, 2025, the Toronto and East York Community Council deferred Item TE24.34 "Supplementary Report - Encroachment Appeal - 495-517 Wellington Street West - Proposed Ground Sign" to its next meeting on September 18, 2025. The Ward Councillor requested Transportation Services to consult with City Planning staff regarding the proposed sign and to work with the applicant to explore alternative size and locations for it, such as placing it on or closer to the building wall. The King-Spadina Heritage Conservation District Plan "the District" contains policies and guidelines which provide direction on the erection of signs on properties so that they will not negatively impact the cultural heritage value and heritage attributes of the District. On June 6, 2025, the applicant submitted a revised encroachment application to Transportation Services to request permission to install and maintain a non-illuminated ground sign within the Wellington Street West public right-of-way.

This supplementary report is provided for Toronto and East York Community Council to make a final decision on the revised encroachment application. Transportation Services is recommending Toronto and East York Community Council authorize the General Manager, Transportation Services to enter into an encroachment agreement with the property owner of 495-517 Wellington Street West, to permit a non-illuminated ground sign within the Wellington Street West boulevard area subject to conditions.

RECOMMENDATIONS

The Director, Permits and Enforcement, Transportation Services recommends that:

1. Toronto and East York Community Council authorize the General Manager of Transportation Services to enter into an encroachment agreement with property owner Encroachment Appeal - 495-517 Wellington Street West

of 495-517 Wellington Street West, to permit a non-illuminated ground sign as shown on the plans prepared by Kramer Design Associates and dated June 6, 2025 within the Wellington Street West boulevard fronting 495-517 Wellington Street West, subject to the following conditions:

- a. Indemnify the City from and against all actions, suits, claims or demands and from all loss, costs, damages, and expenses that may result from such permission granted;
- b. Maintain the proposed non-illuminated ground sign at their own expense in good repair and a condition satisfactory to the General Manager of Transportation Services and will not make any additions or modifications to the encroachment beyond what is allowed under the terms of the Agreement;
- c. Accept such additional conditions as the City Solicitor or the General Manager of Transportation Services may deem necessary in the interest of the City;
- d. Remove the proposed non-illuminated ground sign upon receiving written notice from the General Manager of Transportation Services to do so;
- e. The property owner ensures that the encroachment agreement with the City of Toronto is registered on-title of all relevant properties, at the sole expense of the property owner;
- f. The property owner shall obtain all Public Utility Coordinating Committee clearances and/or signoffs from the public utility companies and satisfy any requirements they may have;
- g. The property owner shall agree that the City and/or utility companies may remove the encroachment at any time in order to install or maintain services within the affected public right-of-way with no obligation to replace them;
- h. The property owner shall apply to the appropriate City Official for the required sign permits applicable to the sign under Municipal Code Chapter 694, Signs, General or Chapter 693, Signs, Election or Temporary, Article 6, Vehicular Destination Signs, Neighbourhood and Business Area Identification Signs and Construction Hoarding Signs, as may be applicable;
- i. The property owner shall ensure that no sign is erected until permits for the sign are obtained from the appropriate City Officials;
- j. The property owner shall ensure that the sign is only erected, displayed and maintained in accordance with the requirements of sign permits issued; and provisions of Chapter 694, or Chapter 693, Article 6, as may be applicable;
- l. The property owner shall pay all applicable fees related to the permitting of the sign and the provision of permission for the private use of the public right-of-way; and

m. The property owner will enter into an encroachment agreement with the City of Toronto, at the applicant's expense, and assume all liability and damages related to the encroachment.

FINANCIAL IMPACT

There are no financial impacts resulting from the adoption of the recommendations in this report.

DECISION HISTORY

Toronto and East York Community Council, at its meeting of July 8, 2025, deferred Item TE24.34 to its meeting on September 18, 2025.

[Agenda Item History - 2025.TE.24.34](#)

Toronto and East York Community Council, at its meeting of December 4, 2024, deferred Item TE18.18 to its meeting on January 14, 2025.

[Agenda Item History - 2024.TE18.18](#)

COMMENTS

A revised encroachment application was received on June 6, 2025, from the owners of 495–517 Wellington Street West, requesting permission to construct and maintain a non-illuminated ground sign within the public right-of-way. The revised location places the sign within the boulevard on Wellington Street West, immediately fronting the entrance to the subject premises. The sign is proposed to be in alignment with the existing planters which are setback from the pedestrian clearway. The size of the proposed sign has also been reduced from 4.0m height x 1.4m width to 2.8m height x 1.0m width. The applicant has been advised that the proposed ground sign is not eligible for an encroachment agreement, as Municipal Code Chapter 743 does not permit ground sign installations.

A revised site plan, details and a location photo of the proposed encroachment is shown in Attachments 1-6.

Transportation Services has reviewed the application, and the property located at 495-517 Wellington Street West. The encroachment contravenes Municipal Code Chapter 743 as the proposed non-illuminated ground sign is not a permitted encroachment as defined in Section 31 of the City of Toronto Municipal code, Chapter 743, Streets and sidewalks, Use of, nor is it listed in Section 33 as one of the encroachments which the General Manager of Transportation Services has delegated authority to permit.

The site for the proposed non-illuminated ground sign, shown in the Attachments, has been inspected by Transportation Services' staff. Staff confirmed the proposed ground

sign will not obstruct driver sight lines, and the appropriate setbacks from the sidewalk are sufficient to maintain an appropriate pedestrian clearway width.

Heritage Planning staff have reviewed the revised sign location and size and have no objection to the proposed sign. Any additional signage or alterations to the property would require a heritage permit application under the Ontario Heritage Act and will be required to comply with the Heritage Conservation District policies and guidelines.

Toronto Water sign off has been obtained since excavation of the proposed sign has a foundation depth of 1.83 metres below grade. The applicant would be responsible for obtaining additional public utility signoffs pending Toronto and East York Community Council's decision on this encroachment appeal application. A permit to construct/ install proposed sign will not be issued and encroachment agreement will not proceed unless public utility sign offs have been obtained and submitted.

The Ward Councillor has been advised of the recommendations in this report.

CONTACT

Elio Capizzano, Manager, Permits and Enforcement - Transportation Services, 416-392-7878, Elio.Capizzano@toronto.ca

SIGNATURE

Antonia Markos
Director, Permits and Enforcement, Transportation Services

ATTACHMENTS

Attachment 1: Site Plan of Proposed Encroachment- Drawing no. W2.0

Attachment 2: Conceptual Drawing no. W2.1

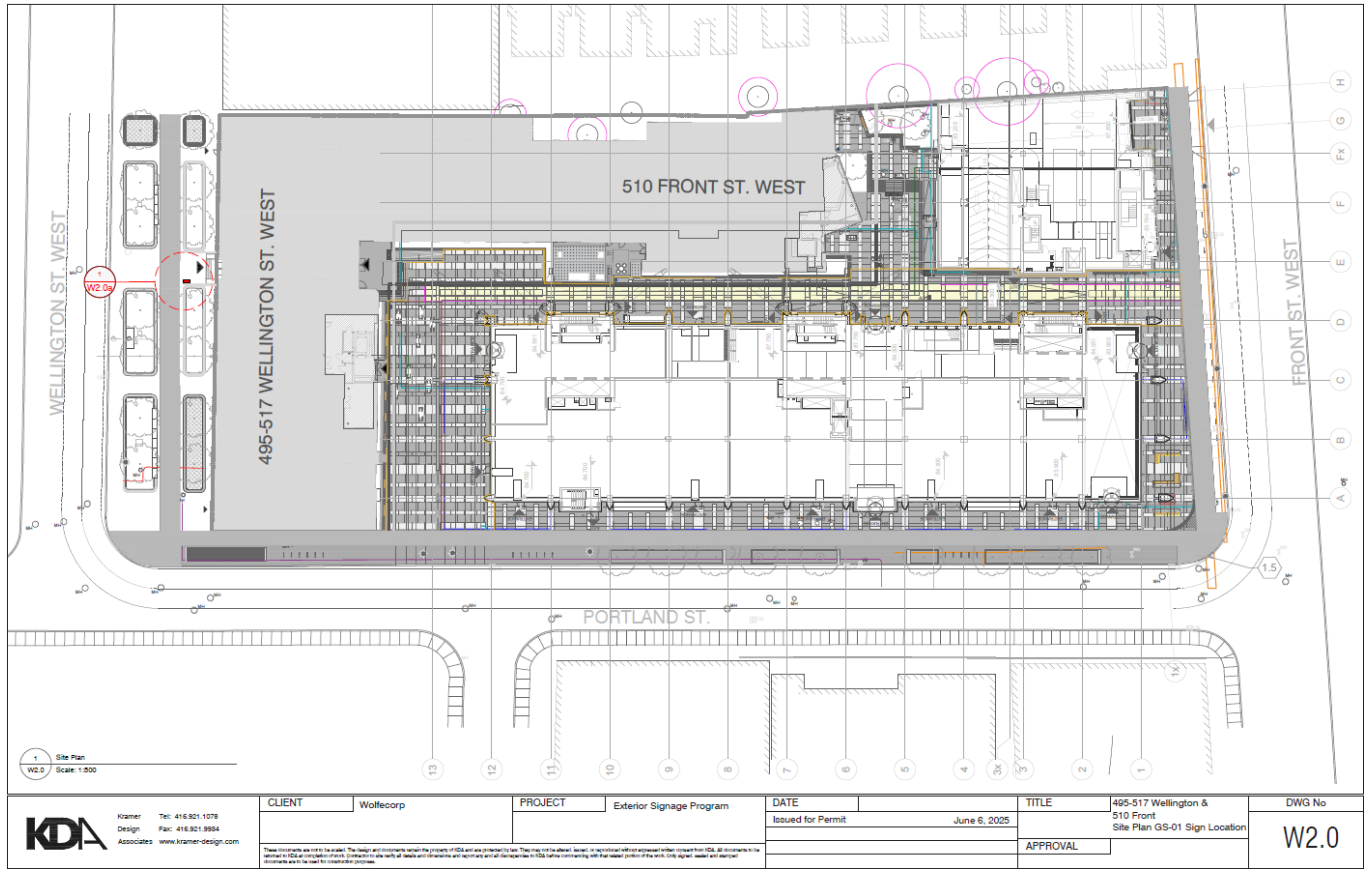
Attachment 3: Location Plan - 495-517 Wellington Street West - Drawing no. W2.0a

Attachment 4: Side and Front Elevations - Drawing no. W2.2a

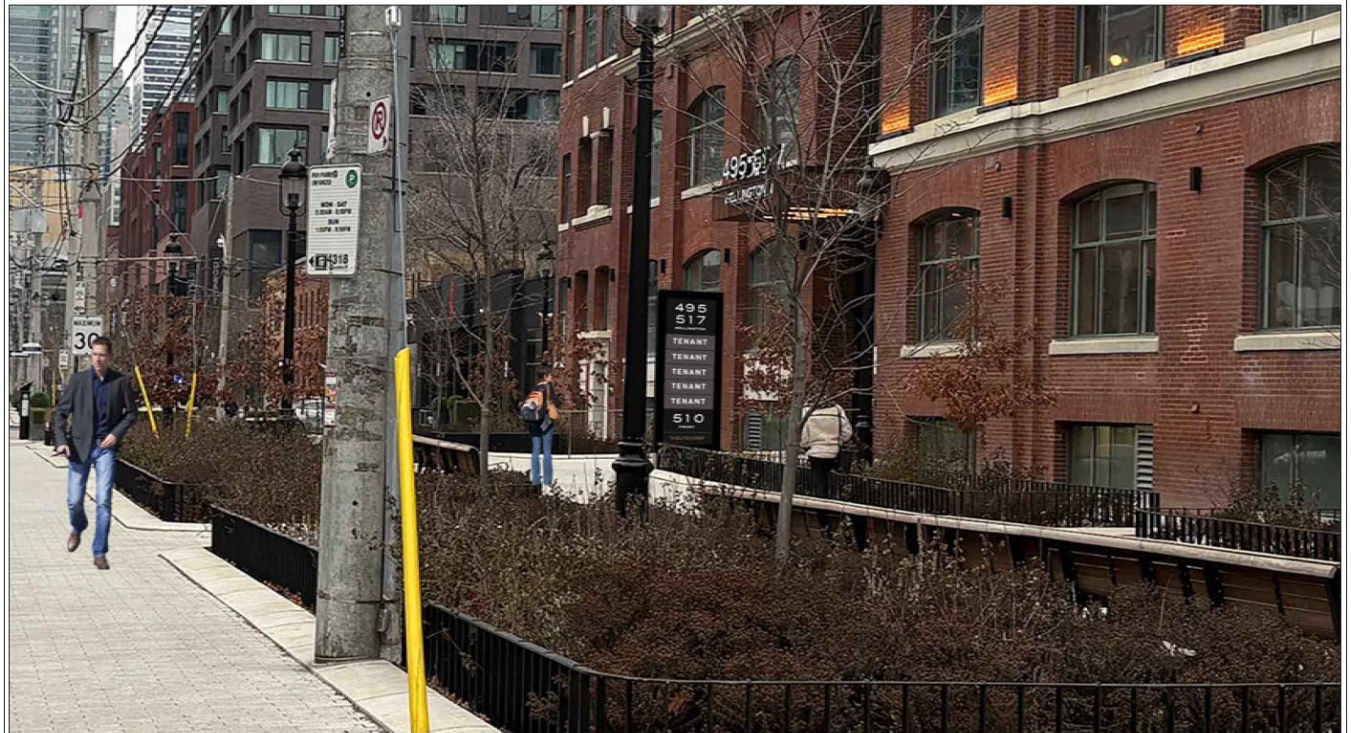
Attachment 5: Structural Drawings - Drawing no. W2.2b

Attachment 6: Photo looking west of 495-517 Wellington Street West towards the proposed sign location

Attachment 1: Site Plan of Proposed Encroachment - Drawing no. W2.0



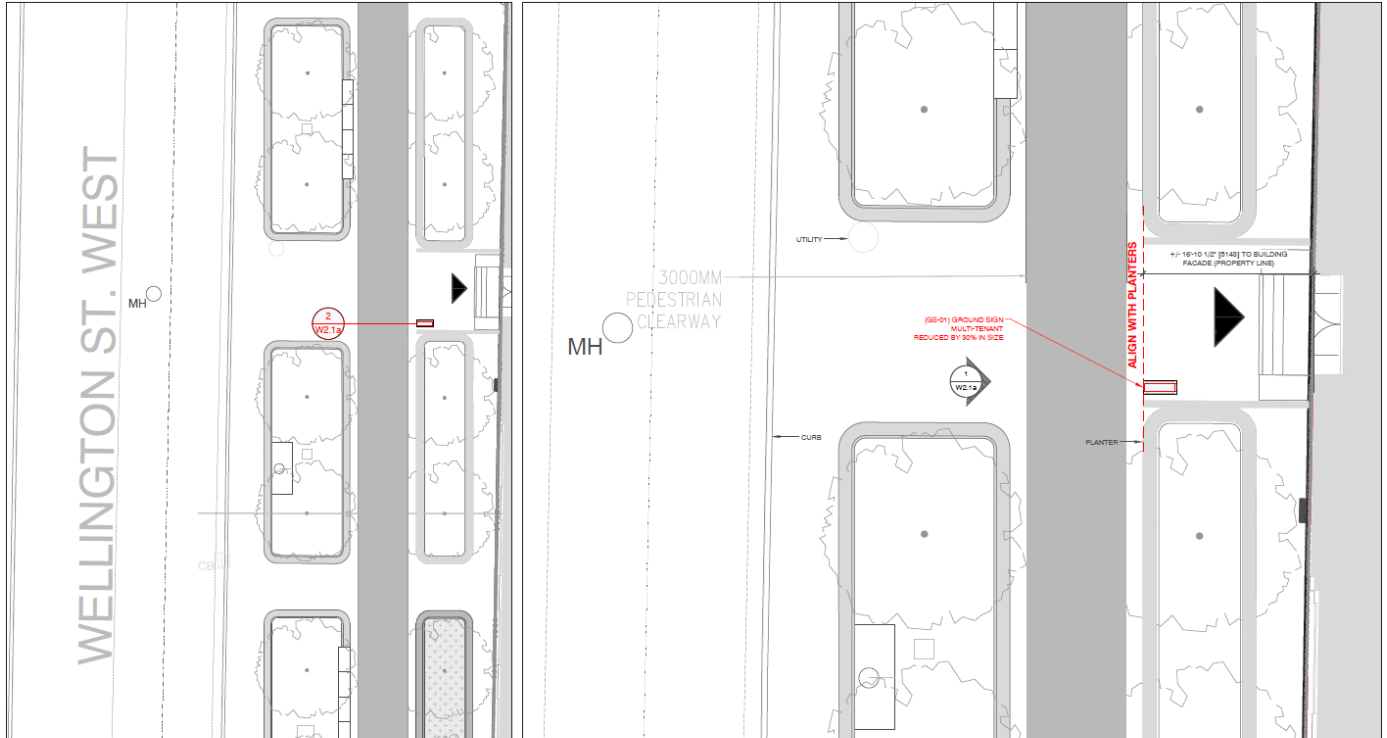
Attachment 2: Conceptual Drawing - Drawing no. W2.1



GS-01 Proposed First Party Ground Sign
 Rendering
 Scale: NTS

 KDA KRAMER TEL: 416.921.1078 DESIGN: 416.921.9994 ASSOCIATES: www.kramer-design.com	CLIENT	Wolfecorp	PROJECT	Exterior Signage Program	DATE	Issued for Permit	JUNE 6, 2025	TITLE	GS-01 Proposed First Party Ground Sign Rendering	DWG No	W2.1
	These concepts are not to be used. The design and documents remain the property of KDA and are not to be used for any other project without the written consent of KDA. All documents to be prepared by KDA or its affiliates are subject to the terms and conditions of the applicable KDA terms and conditions, which are available at the time of the project. KDA, its affiliates and its licensors shall not be held liable for any errors or omissions in these documents.								APPROVAL		

Attachment 3: Location Plan - 495-517 Wellington Street West - Drawing no. W2.0a

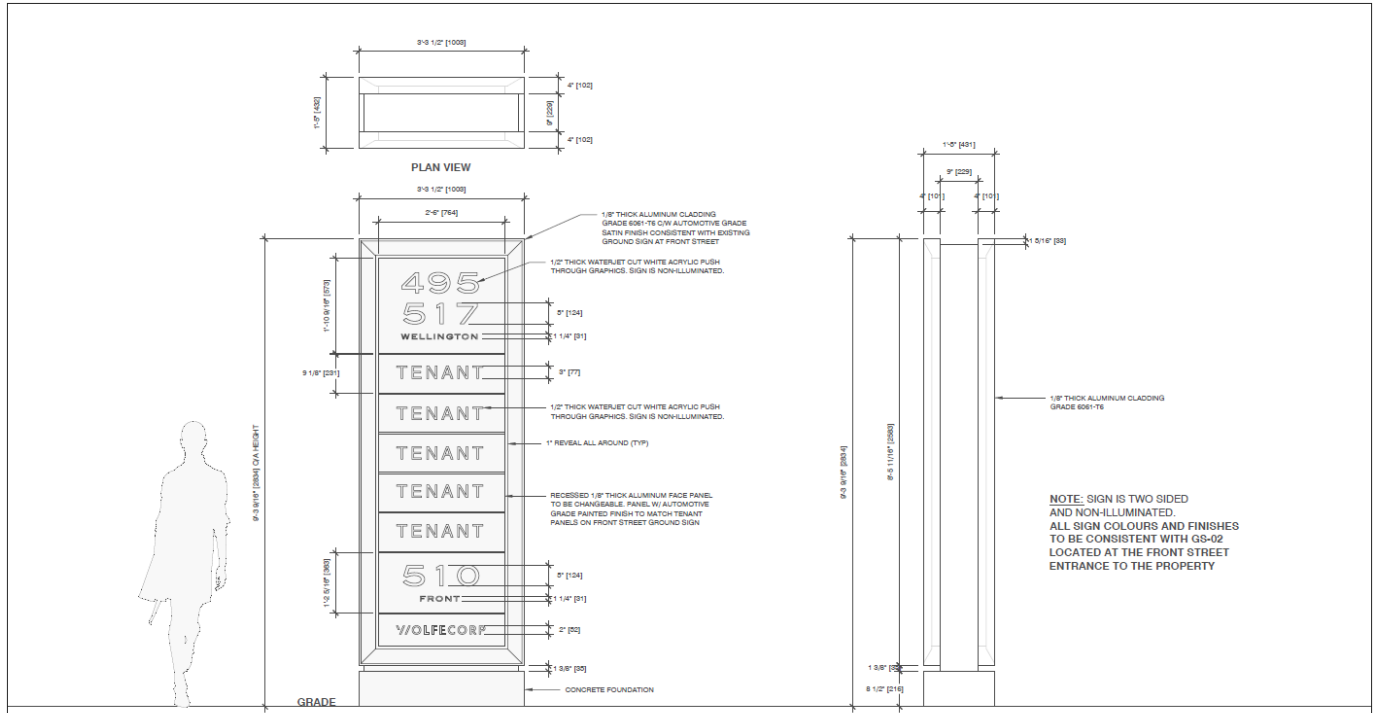


1 Site Plan - Close Up
W2.0a / Scale: 1:200

2 (S&S-01) Ground Sign Location
W2.0a / Scale: 1:100

<p>KDA Kramer Design Associates www.kramer-design.com</p>	<p>CLIENT Wolfecorp</p>	<p>PROJECT Exterior Signage Program</p>	<p>DATE Issued for Permit June 6, 2025</p>	<p>TITLE Site Plan Details</p>	<p>DWG No. W2.0a</p>
	<p>APPROVAL</p>				
	<p><small>These documents are not to be scaled. The design and dimensions within the projects of KDA and its contractors shall be the basis for all construction. In the event of any discrepancy between the drawings and the actual construction, the actual construction shall prevail. KDA shall not be responsible for any errors or omissions in these drawings or for any consequences arising therefrom. KDA shall not be liable for any damages, including consequential damages, arising out of or from the use of these drawings or for any consequences arising therefrom.</small></p>				

Attachment 4: Side and Front Elevations - Drawing no. W2.2a



1 GS-01 Ground Sign - Multi-Tenant Details
W2.2a Scale: 1:20

	KRAMER TEL: 416.521.1078 DESIGN: 416.521.9554 ASSOCIATES www.kramer-design.com	CLIENT: Wolfecorp	PROJECT: Exterior Signage Program	DATE: Issued for Permit June 6, 2025	TITLE: [GS-01] Ground Sign Multi-Tenant	DWG No: W2.2a
	APPROVAL					
	<small>These documents are not to be used. The design will incorporate within the property of KDA and are provided to you. They may not be altered, copied, or reproduced without express written consent from KDA. All documents to be printed in black on high quality paper. Construction and installation drawings are not to be used for construction. KDA will not be responsible for any errors or omissions. This drawing is not to be used for construction purposes.</small>					

Attachment 5: Structural Drawings - Drawing no. W2.2b

NOTE

- KDA DRAWINGS ARE NOT CONSTRUCTION SHOP DRAWINGS. MANUFACTURER IS SOLELY RESPONSIBLE TO FULLY REVIEW AND VERIFY ALL CONSTRUCTION DETAILS AND PREPARE A COMPLETE SET OF STAMPED, FULLY ENGINEERED CONSTRUCTION SHOP DRAWINGS PRIOR TO PROCEEDING WITH MANUFACTURE AND INSTALLATION.
- KDA TECHNICAL DESIGN DRAWINGS ARE PREPARED FOR THE SOLE PURPOSE OF EXPLAINING THE SCOPE OF WORK, DESIGN DETAILS, AND QUALITY STANDARDS.
- MANUFACTURER IS RESPONSIBLE TO VERIFY ACCEPTABILITY OF ALL STRUCTURAL, MECHANICAL, AND ELECTRICAL SPECIFICATIONS AND IDENTIFY ANY PROPOSED ALTERATIONS PRIOR TO PROCEEDING WITH WORK.
- MOCK-UPS, SAMPLES AND PROTOTYPES MAY BE REQUIRED PRIOR TO PROCEEDING WITH FINAL PRODUCTION FOR CLIENT APPROVAL.

NOTE: ALL STRUCTURAL ELEMENTS TO BE REVIEWED AND STAMPED BY A PROFESSIONAL ENGINEER LICENSED IN THE PROVINCE OF ONTARIO.

STRUCTURAL ELEVATION FRONT VIEW - SCALE 1:30

STRUCTURAL ELEVATION SIDE VIEW - SCALE 1:30

BASE PLATE DETAIL - SCALE 1:5

Multi-Tenant Sign Front View - Structural Detail - Scale: NTS

KDA	KDA Associates www.kdamer-design.com	CLIENT: Wollecorp	PROJECT: Exterior Signage Program	DATE: Issued for Permit	TITLE: GS-01 Ground Sign Multi-Tenant Structural Details	DWG No W2.2b
	KDA Associates www.kdamer-design.com				APPROVAL	

Attachment 6: Photo looking west of 495-517 Wellington Street West towards the proposed sign location.

