

Attachment-9 Departmental and Agency Comments

Respondent	No Objection or Comment	Conditional Support	Issues /Concerns
Engineering*		√	Subject to conditions in Attachment 2
Urban Design*		√	
Landscape Planning*		√	Subject to conditions in Attachment 2
Parks Planning*		√	Subject to conditions in Attachment 2
Zoning*		√	
Canada Post*		√	
Guelph Police Services	√		

Internal Memo



Date March 15th 2021
To Katie Nasswetter
From Shophan Daniel
Service Area Infrastructure, Development and Enterprise Services
Department Engineering and Transportation Services
Subject Preliminary ZBA Comments – 721 Woolwich Street File: OZS20-015

The comments below are in response to the review of the following reports & plans:

- Phase 1 Environmental Site Assessment (ESA), (Chung & Vander Doelen Engineering Ltd., May 2020);
- Functional Servicing and Stormwater Management Brief (MTE Consultants, Dec, 2020);
- Noise Impact Study (Acoustic Engineering Ltd., November, 2020); Revised February 16, 2021
- MTE Dwg. No. C1.1, rev. 1 "Removals Plan";
- MTE Dwg. No. C2.1, rev. 1 "Functional Drainage Plan"
- Fryett Turner Dwg. No. A1.0, rev. December 11, 2020 "Conceptual Site Plan".

We provide the following comments:

Road Infrastructure:

As noted above, the subject property is located on the northeast corner of Woolwich Street and Marilyn Drive. The proposed development will be serviced by Marilyn Drive immediately south of the property with the exception of garbage pickup which currently is accessed from Woolwich Street.

Marilyn Drive:

Marilyn Drive is south of the proposed development. The existing Marilyn Drive frontage (126.49m or 415 ft) includes a 2 lane local roadway with a curb on the north side and a sidewalk/ boulevard along the south side of the roadway. The existing right-of-way width fronting this site is approximately 20.0m wide with an asphalt width of approximately 10.7m.

Woolwich Street:

Woolwich Street is west of the proposed development. The existing Woolwich Street frontage includes a 4 lane arterial roadway with curb, sidewalk and boulevards

along the east and west sides of the roadway. The existing right-of-way width of Woolwich Street is approximately 25.29m and a road width of approximately 16.0m. It is to be noted that this section of Woolwich Street was reconstructed back in 2000 under City Contract 2-0004.

A 5.182m road widening was previously taken along the east side of Woolwich Street under Widening By-Law 1977-9487, Instrument No. 186198 and no further road widening is required for the subject property.

Municipal Services:

Marilyn Drive

Existing services within the right-of-way along Marilyn Drive includes a sanitary sewer, storm sewer and watermain as follows:

- 200mm diameter Concrete sanitary sewer approximately 2.6m in depth;
- 300mm diameter Concrete storm sewer approximately 2.0m in depth;
- 150mm diameter Cast Iron watermain approximately 2.0m in depth;

Based upon City files (see attached V10099 drawing), the existing Park View Motel has two sanitary laterals, one storm sewer connection and a water service connection. The existing servicing for the Motel connect into the Marilyn Drive municipal services.

Legal Department staff have advised of an existing private easement in favour of the abutting lands which is for a sanitary sewer lateral and forcemain (Part 2, 61R-4968 /RO689274) which is located near the east end of the property. This should have no impact on the site redevelopment provided works are kept out of this easement.

Servicing Capacities:

It has been confirmed that adequate water and sanitary capacities are available to service the proposed development.

Water Supply and Distribution Main System

Sufficient and adequate capacity is available of the City's existing water supply and distribution system to accommodate the proposed development, and no water capacity constraints are expected for most demand scenarios according to the City's water system model.

There is potential for marginal water supply pressures under certain conditions such as peak hour demand scenario at locations with elevation greater than 362 m height above mean sea level (AMSL) and average day demand (ADD) scenario at locations with elevation greater than 356 m height AMSL in the existing water system.

The development would have no significant adverse impact to the City's water supply and distribution system.

Wastewater Collection and Conveyance Sanitary Sewer System

Sufficient and adequate capacity is available in the City's existing downstream sanitary sewers for the proposed development and no sanitary capacity constraints according to the City's sanitary system model.

The development would have no significant adverse impact to the City's downstream sanitary sewers.

Site Servicing:

The Developer has advised that the existing servicing connections will remain unchanged and no further servicing upgrades are proposed at this time. This is to be reconfirmed by the Developer's engineer as noted during preliminary site plan application review. Water Services have indicated that a bulk water meter will be required in the building for the redevelopment and will be reviewed under the site plan application. All servicing connections will be reviewed by staff during the site plan application.

**Functional Servicing and Stormwater Management Brief (FSR):
Stormwater Management:**

Stormwater management will not be required for this development as the existing site conditions will remain marginally unchanged. Based upon the FSR, the subject site has an existing imperviousness of 64% and under redevelopment will slightly reduce the imperviousness surface to 57% with removal of asphalt and increased landscaping/outdoor amenity area, with overland flow continuing to flow to the Marilyn Drive right-of-way.

Grading & Drainage:

The proposed grading and drainage design is generally acceptable and will be reviewed in greater detail under the site plan application in accordance with the Development Engineering Manual guidelines.

Source Water Protection:

Source Water Protection staff have commented that if there are any wells on the property that are not going to be included in any ongoing monitoring program, they will need to be properly decommissioned in accordance with O. Reg. 903. Staff have requested copies of the decommissioned well logs if applicable.

Environmental Engineering:

Our Environmental Engineer has reviewed the Developer's Phase 1 Environmental Site Assessment (ESA). The Record of Site Condition is a mandatory requirement to change the use of the Site from a commercial motel to residential housing units.

Since no APECs were identified for the Site and based on the history of the Site (institutional use as church since 1958 and agricultural or residential property prior to 1958), it appears that the RSC filing is to be supported by a Phase I ESA alone.

Staff will support the zone change. However, it should be noted the Developer shall fulfill the following environmental condition for a Site Plan Approval:

- Submit a copy of the RSC and the RSC acknowledgement from the MECP.

Noise Study Review:

1. It is understood that the applicant is currently only seeking an amendment to the Zoning By-Law for this site, and that a future Site Plan application will be forthcoming. To assist the applicant with application timing, the noise study review was limited to those elements required prior to approval of the Zoning, and we anticipate additional details will be resolved prior to Site Plan approval.
2. A special note regarding Section 3.4 - Indoor Living Areas: where the noise report mentions requirement to meet "current Ontario Building Code", what is meant is meeting the noise mitigation equivalent to a wall section built to OBC standards for new construction under the current code.
3. The following items are required to be submitted as part of an updated noise study as part of a complete submission of the Site Plan application. Note that additional comments may be provided during review of the Site Plan application noise study, based on the submitted material for that application.
 - a) Assumptions made in the current report are fine for this site only (not precedence-setting), for the purposes of approval of Zoning amendment only. Specific and detailed calculations, recommendations, etc. are to be provided in an updated study submitted for Site Plan approval.
 - b) Section 2 & Section 5: It is indicated that the site mechanical design is incomplete. Please note that analysis of the site-generated noise may need to be completed once the site design is complete, and before the City issues Site Plan Approval; an updated noise study would be anticipated during the Site Plan Control application.
 - c) Section 3.2.1: Traffic data is from 2015; we prefer AADT calculations be done based on more recent data, ideally less than 2 years old. Please update with more recent data available from the City (latest for this road segment is 2019). Projection to future AADT values should be based on 10 years PAST the completion/occupation year: as this site still requires Site Plan approval and future construction/permit work prior to occupancy, please choose a date that is reasonable for occupancy and project to 10 year after that date.
 - d) Indoor Living Area assessment needs to be reviewed and additional clarification will be necessary for the final detailed report. Existing wall sections and their potential for acoustic mitigation need to be verified by inspection and calculation using acoustic modeling software, or field-verified using MECP-approved measurements. Alternatively, the exterior

walls need to be reconstructed to current OBC standards for new construction, and this will need to be verified a) as part of the Site Plan drawings including wall system and façade design on engineering and planning drawings, b) as part of the Building Permit submission (after Site Plan Approval), and c) with in-field verification (after construction) by both building permit inspector(s) and qualified acoustic professional(s). While these elements usually form part of the Detailed Noise Study, they could be done separately; if done separately this information would need to be provided as a separate report submitted as part of a complete application for Site Plan Approval.

Traffic Services & Sustainable Transportation:

Traffic and Transportation staff have reviewed the Developer's submission and had no comments.

Staff Recommendations:

Engineering has reviewed the above-noted reports and plans and supports the zone change application.

The following conditions are provided as information to Council and will be imposed through site plan approval unless noted otherwise.

1. That the Owner shall submit to the City, in accordance with Section 41 of The Planning Act, a fully detailed site plan, indicating the location of the building, building design, landscaping, parking, traffic circulation, access, lighting, grading and drainage on the said lands to the satisfaction of the General Manager of Planning and the General Manager/City Engineer, prior to any construction or grading on the lands.
2. The Owner acknowledges and agrees that ensuring the suitability of the land from an environmental engineering perspective, for the proposed use(s) is the responsibility of the Developer/Landowner.
3. Prior to site plan approval and prior to any construction or grading on the lands, the Owner shall provide to the City, to the satisfaction of the General Manager/City Engineer, any of the following studies, plans and reports that may be requested by the General Manager/City Engineer:
 - i. A Detailed Noise Study certified by a qualified Professional Engineer in accordance with the City of Guelph Noise Control Guidelines.
 - ii. a grading, drainage and servicing plan prepared by a Professional Engineer for the Site;
 - iii. Submit a copy of the RSC and the RSC acknowledgement from the MECP to the City of Guelph
 - iv. a detailed erosion and sediment control plan, certified by a Professional Engineer that indicates the means whereby erosion

will be minimized and sediment maintained on-site throughout grading and construction;

4. The Owner shall, to the satisfaction of the General Manager/City Engineer, address and be responsible for adhering to all the recommended measures contained in the plans, studies and reports outlined in subsections 4 i) to 4 iv) inclusive.
5. The Owner shall obtain a site alteration permit in accordance with City By-law (2016)-20097 to the satisfaction of the General Manager/City Engineer if grading or earthworks is to occur prior to site plan approval.
6. Prior to any construction or grading on the lands, the Owner shall construct, install and maintain erosion and sediment control facilities, satisfactory to the General Manager/City Engineer, in accordance with a plan that has been submitted to and approved by the General Manager/City Engineer. Furthermore, the Owner shall provide a qualified environmental inspector, satisfactory to the General Manager/City Engineer, to inspect the Site during all phases of development and construction including grading, servicing and building construction. The environmental inspector shall monitor and inspect the erosion and sediment control measures and procedures on a weekly or more frequent basis if required. The environmental inspector shall report on his or her findings to the City on a monthly or more frequent basis.
- 7.
8. The Owner shall prepare and implement a construction traffic access and control plan for all phases of servicing and building construction to the satisfaction of the City Engineer. Any costs related to the implementation of such a plan be borne by the Owner.
9. The Owner shall pay to the City the actual cost of construction of municipal services within the City's right-of-way including such items as sanitary, water and storm laterals, driveways, curb cuts and/or curb fills, sidewalk. Prior to approval of the plans, the Owner shall pay to the City the estimated cost of the construction of municipal services as determined by the General Manager/City Engineer.
10. The Owner agrees, prior to final site plan approval, to grant any necessary servicing easements in favour of the adjacent lands currently using or draining into the existing watermain, sanitary and storm sewer.
11. The Owner acknowledges that the City does not allow retaining walls higher than 1.0 metre abutting existing residential properties without the permission of the General Manager/City Engineer.

13. The Owner shall enter into an agreement with the City, to be registered on title, satisfactory to the City Solicitor which includes all requirements, financial and otherwise to the satisfaction of the City of Guelph.
14. The Owner shall service, grade, develop and maintain the Site in accordance with the plans that have been approved by the City through the site plan approval. The Owner shall have the Professional Engineer who designed the servicing certify to the City that they supervised the construction of the servicing and that the as-built servicing is functioning properly as designed. The Owner shall have the Professional Engineer who designed the site grading and drainage submit an as-built grading and drainage plan to the City.
15. The Owner shall provide the City with a certificate from a Professional Engineer certifying that the sanitary sewers, building drains, building sewers, building storm drains, building storm sewers, watermains, water distribution system, hydrants, catchbasins, roadways, driveways, parking areas and sidewalks that are to become part of the common facilities and areas, are in good repair, free from defects and functioning properly.
16. The Owner shall retain a Professional Engineer, licensed in the Province of Ontario, to prepare an on-site engineering works cost estimate using the City's template. The estimate is to be certified by the Professional Engineer. The Owner shall provide the City with cash or letter of credit security for the on-site engineering works in an amount satisfactory to the City. The Owner shall pay the engineering on-site works inspection fee to the satisfaction of the City.

Shophan Daniel, C.E.T
Engineering Technologist III

Mary Angelo, P.Eng
Manager, Development and
Environmental Engineering

Internal Memo



Date February 23, 2021
To **Katie Nasswetter, Senior Development Planner**
From Ryan Mallory, Planner 2 – Development and Urban Design
Service Area Infrastructure, Development and Enterprise Services
Department Planning Services
Subject 721 Woolwich Street: OZS20-015 – Urban Design Comments

Urban Design staff has reviewed the 721 Woolwich Street Planning Justification Report dated December 2020 and revised January 2021. A discussion regarding Urban Design was included in the Planning Justification Report. The site is currently developed and the proposed redevelopment will retain the majority of the existing building. Improvements to the façade and landscaping are proposed in addition to interior renovations to the existing building.

Background

The vision articulated in the Urban Design Action Plan is to transform, over time, the city's five major Community Nodes into distinct "urban villages"—mixed-use, transit and pedestrian oriented places that provide focal points for civic life, higher-density housing, office and retail employment, and live-work opportunities.

Urban Design policies from the Official Plan were reviewed. In addition, for the Woodlawn/Woolwich Community Mixed Used Node, an urban design concept plan and related principles were endorsed by Council in July 2016. Staff were further directed to use the Urban Design Concept Plans, Principles and Illustrative Diagrams to guide the review of development applications within these nodes.

As articulated and shown in the concept plan, the following key ideas are included:

- Creating adaptable urban blocks and that promote connectivity and pedestrian/cyclist movement; and,
- Design, site and orient buildings along Woolwich Street to reflect the importance of Woolwich Street as a main north-south connector, and its role as a key transit route. Along "Main Street Areas" create pedestrian-friendly edges (e.g. active doors, clear glazing and limited surface parking).

In addition, City Council approved the Built Form Standards for Mid-rise Buildings and Townhouses on April 9, 2018. The comments below also reflect the review of these documents.

Urban Design Comments

- Generally Urban Design staff is supportive of the reuse of the existing building on the site as shown on the concept site plan (December 11, 2020) and the Urban Design section of the Planning Justification Report (January 2021).
- Improvements to the Woolwich façade through additional larger windows and new signage will enhance how the building addresses the street. Façade improvements are also proposed along Marilyn Drive as well as landscaping improvements, an amenity area and new covered entryway.
- As part of the site plan process further detailed comments will be discussed including reviewing and finalization of building materials, landscaping materials and other site plan-level design elements. This includes:
 - Landscaping along Woolwich Street and Marilyn Drive including a rhythm of street trees.
 - Elevations and new materials should enhance the existing building and be similar or of a higher quality and durability than the existing materials that are retained.
 - Existing masonry should be retained or salvaged and reused within building. Avoid vinyl and exterior insulation finishes.
 - Lighting and fixtures.
 - Hardscape materials.
 - Type and location of bicycle parking.
 - Continuing to encourage Low Impact Development technologies that can be incorporated into the landscape and architecture.

Prepared by:

Ryan Mallory, MCIP, RPP

Planner 2 – Development and Urban Design

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INTERNAL MEMO



DATE March 2, 2021
TO **Katie Nasswetter**
FROM Rory Barr Templeton
DIVISION Planning Services
DEPARTMENT Infrastructure, Development and Enterprise
SUBJECT 721 Woolwich Street OZS20-015

Katie,

I have had the opportunity to review the above noted application and provide the following comments.

Reports and Plans Reviewed:

- Proposed Site Concept Plan

Overall:

The subject property is more than 0.2 hectares in size, and therefore regulated by the Private Tree Protection By-law (2010)-19058. Trees are also afforded protection under the Urban Forest policies of the City of Guelph Official Plan. In accordance with the By-law, a Tree Inventory and Preservation Plan (TIPP), undertaken by a qualified arborist in accordance with the requirements of the City's Tree Technical Manual, will be required. The development application should look for opportunities to retain trees and integrate them into the development proposal. Please be aware that where preservation is not possible, as agreed to by the City, compensation is required. A Landscaping, Replanting and Replacement Plan including details for all compensation being provided through replacement plantings will also be required at detail design. Compensation requirements are also now set out in the City's Tree Technical Manual.

The manual is available online at:

<https://guelph.ca/living/environment/trees/treetechnicalmanual/>

As a continuation of earlier discussions between City staff and the consultants regarding CPTED concerns on site, the subject property would benefit from a CPTED (Crime Prevention Through Environmental Design) Assessment Report being completed as part of the Site Plan Approval process to help confirm areas /items of concern and provide design and maintenance strategies and recommendations. Attention to the location and type of existing and proposed lighting, sightlines through the site, visibility to public spaces from the site, landscaping and maintenance of the property, are important items to consider and evaluate when developing the overall site design.

Staff Comments:

- a) The trees fronting Woolwich Street and Marilyn Drive are publicly owned and therefore any proposal to remove or injure these trees will require the approval of Forestry Services. However, it is reasonable to assume the City will entertain the removal of trees, such as the large coniferous tree at the intersection, to address any CPTED recommendations to improve sightlines at the corner and visibility into and

- out of the site.
- b) The trees and understorey brush along the northerly property line, behind the building, appear to be comprised of mostly invasive species and the area is not well maintained. As part of the TIPP this area should be well documented and direction provided for its proper removal and clean up. Replacement plantings will be required, but a design that is well suited for the environment, and one that addresses CPTED recommendations such as eliminating hiding areas or areas of entrapment, are of high importance.
 - c) The existing hydro vault and blast wall fronting Woolwich Street are not only aesthetically unpleasing, but visual obstructions to the rear of the property. Discussions with Alectra Services regarding the redesign of the vault or complete removal of the blast wall, would benefit the overall beautification of this redevelopment, as well as address any CPTED recommendations.
 - d) Any fencing or gates along the Woolwich Street frontage should also be considered as part of the CPTED assessment, as these may lead to visual obstructions and/or entrapment concerns.
 - e) The design of the overall landscaping plan, including the proposed Common Amenity Area, should be simple and in keeping with the surrounding residential homes. The use of native species, that are easy to maintain, do not impede good surveillance of the property, but provide opportunities for accessible private gardening and/or education opportunities enabling a sense of ownership and pride, should be explored. The intersection of Woolwich and Marilyn Drive will be the new entrance to the site and therefore the landscaping should respond accordingly- such as consideration for low walls or seating, a hardscaped gathering/greeting area, seasonal gardens and low shrub and perennial beds, etc.
 - f) Screening of the parking lot from Marilyn Drive with the use of appropriately selected plantings will be important, not only to help soften the views, but also to mitigate vehicle lights being a nuisance to neighbouring residential properties, and to help define the property boundaries and access points.
 - g) A lighting design should be prepared to address the City's Lighting Guidelines, such as proper light levels, shielding and directional lighting to eliminate spillage onto adjacent properties, but it should also discuss solutions to improve or eliminate areas that are traditionally poorly illuminated, such as rear yards, to mitigate safety on the property.

Recommended Conditions of Approval:

1. THAT the developer shall complete an Arborist Report and Tree Management Plans, satisfactory to the General Manager of Planning and Building Services, prior to any grading, tree removal or Site Plan Approval. The plan will include:
 - a. The long-term protection of trees on the adjacent property to the north, with consideration of removing invasive species and integration of appropriate design changes as may be required to ensure increased monitoring of this area;
 - b. Pre, during and post construction mitigation and monitoring of private and neighbouring trees.
2. THAT the developer shall complete a Tree Compensation Plan, in addition to or included with, standard landscaping requirements of a Landscape Plan, satisfactory to the General Manager of Planning and Building Services, prior to any grading, tree

Katie Nasswetter
March 1, 2021
RE: 721 Woolwich Street
Page 3 of 3

- removal or Site Plan Approval. Should space not be available for compensation trees on site, an alternative site and/or cash-in-lieu compensation will be provided.
3. THAT the developer complete a CPTED Assessment Report as part of the Site Plan Approval process that helps identify key design and maintenance challenges and provides site-specific strategies and solutions.

I trust these comments are sufficient please let me know if you have any questions.

Regards,



Rory Barr Templeton
Landscape Planner
Planning
Infrastructure, Development and Enterprise
Location: City Hall

T 519-822-1260 x 2436

INTERNAL MEMO



DATE March 3, 2021

TO **Katie Nasswetter**

FROM Helen White

DIVISION Parks

DEPARTMENT Public Services

**SUBJECT 721 Woolwich Street – Proposed Zoning By-Law Amendment
OZS20-015**

Park & Trail Development has reviewed the application for the above Proposed Zoning By-Law Amendment including the Notice of Complete Application & Public Meeting dated January 18, 2021, Cover letter dated December 18, 2021, Concept Plan dated December 11, 2020, and ZBA Application form dated December 9, 2020, and offers the following comments:

Zoning Bylaw and Official Plan Amendment:

The development proposes to convert the existing motel building into 32 supportive housing units. Park & Trail Development has no objection to the Zoning By-law Amendment to rezone the property from a SC.1-11 (Specialized Service Commercial) zone to a proposed R.4A-? (Specialized General Apartment) Zone, with specialized regulations related to use and reductions in parking, front yard, exterior side yard and rear yard. Please address the following items:

Payment in Lieu of Parkland

Park and Trail Development recommends Payment in lieu of Conveyance of Parkland for the entire development.

- Payment in lieu of Parkland will be required for this development in accordance with City of Guelph Official Plan Policy 7.3.5.6 and the City of Guelph Parkland Dedication By-law (2019)-20366 as amended by By-law (2019) 20380 or any successor thereof.
- Section 17 (c) of By-law (2019)-20366 states that the rate will be the greater of 5% of the total Market Value of the Land or the equivalent Market Value of one hectare (1ha) per five-hundred (500) dwelling units.
- So for this current development the rate of sixteen percent (16%) will apply.
- A narrative appraisal report of the subject property will be required to determine the Payment in lieu of Parkland amount, prior to submission of any building permit applications, at least a month in advance. As per Section 21 of Bylaw (2019)-20366, the appraisal is only considered valid for one (1) year. The appraisal report shall be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada. The property owner is responsible for the cost and to arrange for the appraisal.
- The amount for cash in lieu of parkland will depend on the details of the approved development, the parkland dedication rate in effect at the time of the issuance of the first building permit, and the estimated market value of the land a day before issuance of the first building permit.

Katie Nasswetter

March 3, 2021

RE: OZS20-015 - Proposed Zoning By-Law Amendment

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Conditions of Development:

Park & Trail Development recommends the following development approval conditions:

1. The Owner shall be responsible for payment in lieu of conveyance of parkland to the City to the satisfaction of the Deputy CAO of Public Services or their designate, pursuant to s. 42 of the Planning Act and in accordance with the City's Parkland dedication By-law (2019)-20366 as amended by (2019)-20380 or any successor thereof, prior to issuance of any building permits.
2. Prior to the issuance of the first building permit, the Owner shall provide to the Deputy CAO of Public Services or their designate, a satisfactory narrative appraisal report prepared for The Corporation of the City of Guelph for the purposes of calculating the amount for payment in lieu of conveyance of parkland pursuant to s.42 of the Planning Act. The value of the land shall be determined as of the day before the day the first building permit is issued. The narrative appraisal report shall be prepared by a qualified appraiser who is a member in good standing of the Appraisal Institute of Canada, and shall be subject to the review and approval of the Deputy CAO of Public Services or their designate. Notwithstanding the foregoing, if the narrative appraisal provided by the applicant is not satisfactory to the Deputy CAO of Public Services or their designate, the City, acting reasonably, reserves the right to obtain an independent narrative appraisal for the purposes of calculating the amount for payment in lieu of conveyance of parkland.

Summary:

The above comments represent Park & Trail Development's review of the proposed development. Based on the current information provided, we would support the proposed development subject to the conditions outlined above.

Regards,



Park Planner

Parks

Public Services

Location: City Hall

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C Luke Jefferson

File

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CANADA POST
2701 RIVERSIDE DRIVE SUITE N0820
OTTAWA ON K1A 0B1
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POSTES CANADA
2701 PROM RIVERSIDE BUREAU N0820
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JAN 19, 2021

Katie Nasswetter | Senior Development Planner
Planning and Building Services
City of Guelph
T 519-822-1260 x 2356 | F 519-822-4632

Reference: 721 Woolwich St - Notice of Complete Application & Public Meeting

Canada Post has reviewed the proposal for the above noted Development and has determined that the completed project will be serviced by centralized mail delivery provided through Canada Post Community Mail Boxes. Our centralized delivery policy will apply for any buildings of 3 or more self-contained units with a common indoor area. For these units the owner/developer will be required to install a mail panel and provide access to Canada Post.

In order to provide mail service to this development, Canada Post requests that the owner/developer comply with the following conditions:

- ⇒ The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- ⇒ The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
- ⇒ The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
- ⇒ The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- ⇒ The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
- ⇒ The owner/developer agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the City of Guelph.
- ⇒ The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.

- ⇒ The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

Canada Post further requests the owner/developer be notified of the following:

- 1 The owner/developer of any condominiums will be required to provide signature for a License to Occupy Land agreement and provide winter snow clearance at the Community Mailbox locations
- 2 Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy
- 3 There will be no more than one mail delivery point to each unique address assigned by the Municipality
- 4 Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project
- 5 **The complete guide to Canada Post's Delivery Standards can be found at:**
https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf

Regards,

Neil Mazey
Delivery Services Officer | Delivery Planning
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