



**IBI GROUP**  
101 – 410 Albert Street  
Waterloo ON N2L 3V3 Canada  
tel 519 585 2255  
**ibigroup.com**

April 13, 2021 (via e-mail: [cofa@guelph.ca](mailto:cofa@guelph.ca))

City of Guelph Committee of Adjustment  
City Hall, 1 Carden Street  
Guelph, ON N1H 3A1

To Whom It May Concern:

**710 WOOLWICH STREET, GUELPH  
MINOR VARIANCE APPLICATION – PROPOSED PARKING REDUCTION**

On behalf of our client, 2776563 Ontario Inc., please accept this letter and the following attached materials as the complete Minor Variance Application for a proposed parking reduction at the property municipally known as 710 Woolwich Street in the City of Guelph:

- A signed copy of the development application form;
- Proposed Site Plan prepared by Martin Simmons Architects; and,
- The required fee (to be delivered separately in the form of a cheque).

The above items are submitted electronically at this time however, please advise if you require any hard copies of the above items. As shown on the proposed Site Plan, our client is proposing to demolish the existing Beer Store on the property and redevelop a new Beer Store outlet on the site, closer to the Woolwich Street frontage. In total the new Beer Store is proposed to have an overall GFA of 618 square metres, which in accordance with the existing Zoning By-Law would require a total of 38 spaces. Our client is requesting relief from this By-Law requirement by way of a Minor Variance in order to permit the provision of 31 parking stalls.

This letter summarizes the proposed Minor Variance application and provides a response to the 'four tests' for a Minor Variance as set out in the Planning Act.

**Site Location**

The Subject Property is municipally known as 710 Woolwich Street, City of Guelph. The legal description of the Subject Property is as follows:

- Part Lot 19 Division A Guelph as in CS71373, City of Guelph

The site has approximately 68.5 metres of frontage along Woolwich Street with a lot depth of 187 metres on its southern property line and a lot depth of 230 metres on its northern property line. In total, the lot has an area of 14,323 square metres. Aerial imagery of the property is shown below as Figure 1.

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Figure 1: Subject Property

The site currently contains an existing Beer Store that is setback approximately 65.0 metres from the front lot line. Parking spaces for staff and customers are located between the existing building and Woolwich Street.

#### **Proposed Development Concept**

As shown on the proposed Site Plan prepared by Martin Simmons Architects, our client is proposing the relocation of the Beer Store outlet to the front of the property to make way for the eventual redevelopment of the rear/western portion of the site. The existing Beer Store will be demolished and replaced with a new outlet closer to Woolwich Street. The proposed new Beer Store will have an approximate building area of 618.3 square metres with primary frontage along Woolwich Street. Access off of Woolwich Street will be centralized into one driveway, which will also provide access to the rear of the site. A total of 33 parking stalls on the site for the parking needs of the new Beer Store.

The proposed development is subject to ongoing review by the City's Site Plan Review Committee (SPRC), application SP-007. A meeting with the SPRC was held on March 24, 2021 with regard to the proposed development. Following this meeting, City staff issued written comments supportive of the proposed parking reduction of required parking for the proposed new Beer Store to 31 spaces. The enclosed two page Site Plan with this application is revised to reflect other requested revisions to the Plan as SPRC requested on March 24, 2021.

#### **Required Variance Application**

In accordance with Section 4.13 of the General Regulations of the Zoning By-Law the as-of-right parking requirement for liquor stores is 1 space per 16.5 square metres of floor space. Given a GFA of approximately 618.3 square metres, this would equate to a total of 38 parking spaces.

Our client is proposing a variance from this standard to permit a reduction of up to seven (7) stalls or 31 total spaces (or 1 space per 20 sq. m of GFA).

#### **Four Tests for a Minor Variance**

The Planning Act sets out four tests that are to be used by Council of a municipality or its delegate(s) in consideration of a Minor Variance application. These tests are:

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1. Does the application maintain the general intent and purpose of Official Plan?
2. Does the application maintain the general intent and purpose of the Zoning By-Law?
3. Is the application desirable for the appropriate development or use of the land?
4. Is the application minor in nature?

The following subsection of this Letter discuss these tests.

1. Does the application maintain the general intent and purpose of Official Plan?

Yes. It is our opinion that the development and the proposed parking reduction maintains the purpose and intent of the Official Plan.

The subject property is designated 'Mixed Office/Commercial' by Schedule 2 of the Official Plan. Section 9.4.6 of the Official Plan provides that the objectives of the Mixed Office/Commercial Designation are:

- To allow for a variety of freestanding small-scale commercial, office, residential or mixed-use buildings.
- To ensure that a compatible transition in built-form is provided between uses in this designation and surrounding residential properties.
- To allow for a range of compatible business uses adjacent to residential areas.
- To promote the continued use, revitalization and intensification of these areas for a mix of uses.

In addition to this general direction, Section 5.11 the Official Plan also sets out policy direction with regard to the provision of parking, which includes:

- "1. The City will ensure that adequate parking facilities are provided to meet the parking demands generated by various land uses."
- "2. The City shall specify off-street parking requirements and may establish maximum parking requirements in the Zoning By-Law, where appropriate."
- "6. Reduced parking requirements may be considered as part of a Parking Study, particularly within Downtown, Community Mixed-use Nodes and Intensification Corridors, or for affordable housing, or where high levels of transit exist or are planned."

In our opinion the proposed parking reduction is consistent with this policy direction as the site is located within an identified Intensification Corridor (Woolwich Street Intensification Corridor) where parking reductions are contemplated.

2. Does the application maintain the general purpose and intent of the Zoning By-Law?

Yes. It is our opinion that the proposed parking reduction maintains the general purpose and intent of the Zoning By-Law.

Section 4 of the Zoning By-Law establishes parking rates for uses throughout the City with the objective of ensuring that adequate parking is provided. As noted, the existing rate for liquor stores (which would also apply to Beer Stores) is 1 space per 16.5 square metres of floor space, which equates to a total requirement of 38 spaces.

Notwithstanding this requirement, it is recognized that the City is currently undertaking a review of its Zoning By-Law inclusive of its existing parking standards. As part of the Comprehensive Review of the Zoning By-Law, a Parking Standards Review was undertaken by IBI Group on behalf of the City which considered the existing standards and made recommendations for new

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rates and performance standards relating to parking. This study was endorsed by Council in late 2019.

As part of this review/study, it has been recommended that the City adopt a new parking rate of 5 spaces per 100 square metres for all areas of the City and 1.5 spaces per 100 square metres for Mixed Use Areas and Corridors. It is noted that the proposed parking rate of 31 spaces for a liquor store of 618 square metres would satisfy and exceed both of these requirements.

3. Is the application desirable for the appropriate development or use of the land?

Yes. The proposed parking reduction will support the development of the property and the efficient use of land. As noted previously, the existing By-Law standards exceed the parking demands of the proposed use, and would result in the provision of surplus parking. This variance also supports the potential redevelopment of the property, consistent with the goals and objections of the City’s Official Plan and Concept Plan for the Woolwich Street Corridor.

4. Is the application minor in nature?

Yes. The proposed parking provision will account for approximately 81% of the current By-Law standard representing a minor reduction from City standards. The proposed parking (31 stalls) is consistent with the recommended parking rates endorsed by City Council in 2019 in the Parking Standards Review undertaken as part of the City’s Comprehensive Review of its Zoning By-Law.

**ITE Parking Generation Rate Review**

Based on 31 parking spaces proposed to serve approximately 618 square metres in area for the redeveloped Beer Store, this translates to a proposed parking supply of approximately 5.02 spaces per 100 square metres GFA.

According to the Institute of Transportation Engineers (ITE) publication *Parking Generation Manual, 5<sup>th</sup> Edition* (January 2019), peak parking demand rates during weekdays and Saturdays are anticipated to be approximately 1.85 and 1.32 spaces per 100 square metres GFA, respectively<sup>1</sup> for a Liquor Store (Land Use Code: 899). The parking rate comparison is summarized in **Error! Reference source not found.**

**Exhibit 1: Comparison of Proposed Parking Supply and Anticipated Peak Parking Demands**

Proposed Beer Store Redevelopment, 618 m <sup>2</sup> GFA		
Proposed Supply/Anticipated Parking Demand	Rate (per 100 m <sup>2</sup> GFA)	Parking Spaces
Proposed Parking Supply	5.02	31
Peak Parking Demands (as per ITE Parking Generation Manual)	Weekday	12
	Saturday	9
Anticipated Surplus/Deficiency	<b>Weekday</b>	<b>+19</b>
	<b>Saturday</b>	<b>+22</b>

As shown in

**Exhibit 1**, the proposed parking supply will have a surplus of 19 or more parking spaces when compared to the peak parking demand in ITE’s parking manual. Consequently, it is anticipated that the proposed parking supply is satisfactory to accommodate future demands at the proposed redeveloped Beer Store.

<sup>1</sup>Estimated based on ITE’s parking manual rates of 1.72 and 1.23 spaces per 1,000 sq. ft. during the weekday and Saturday peak periods, respectively.

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Should you have any questions about the proposed development and land use planning applications, and to schedule a meeting to discuss with the City site plan review committee, please contact the undersigned.

Yours truly,

**IBI GROUP**



Fadi Madi, P.Eng  
Transportation Engineer



Victor Labreche, MCIP, RPP  
Associate Director – Practice Lead, Planning

FM/VL/baw  
Encl.

cc: Kelley des Tombe, Planner 1 – Site Plan Coordinator, City of Guelph  
Melissa MacGregor, Reid's Heritage Properties  
Scott Hannah, Reid's Heritage Homes