

Attachment 13

Departmental and Agency Comments

Respondent	No Objection or Comment	Conditional Support	Issues/Concerns
Engineering*		✓	<ul style="list-style-type: none"> - Approval from Arkell Road Bible Chapel regarding DCBMH removal and any works along western property line and onto their lands. - Proof of RSC filling and acknowledgement for 1408 Gordon Street will serve as reliance letter for reports. - Submit a reliance letter from CVD's qualified person for 33 and 41 Arkell Road for Phase I ESA Report.
Urban Design*		✓	<ul style="list-style-type: none"> - Clarifying grading and softening planters along Arkell Road. - Rooftop mechanical screening details. - Encouraging incorporation of Low Impact Development technologies. - Maintaining trees/dense vegetation next to rear yard of the residential property. - Implementing landscaped-based entry features along Gordon Street entrance.
Environmental Planning*	✓		
Parks Planning*		✓	<ul style="list-style-type: none"> - Must submit payment in lieu of conveyance of parkland - Must complete a satisfactory narrative appraisal report.
Zoning		✓	<ul style="list-style-type: none"> - Residential parking to use nursing home rate
Heritage Planning	✓		
Transit	✓		

Respondent	No Objection or Comment	Conditional Support	Issues/Concerns
Canada Post*		√	- Buildings with 100 units or more must have a rear loading Lock Box Assembly with dedicated secure mail room.
Upper Grand District School Board	√		
Grand River Conservation Authority (GRCA)	√		
Guelph Police Service (GPS)	√		
Fire Services	√		
Enbridge	√		
Mississaugas of the Credit First Nation (MCFN)		√	- To review archaeological work. - To be notified if ancestral remains found during site excavation.

*Memo or letter attached

Attachment 13 (continued):

Departmental and Agency Comments



MEMO

FILE: 16.13.001

TO: Michael Witmer, Senior Development Planner
FROM: Engineering and Transportation Services
DEPARTMENT: Infrastructure Development and Environmental Engineering
DATE: November 21, 2022
SUBJECT: 265 Edinburgh Rd N – OZS20-012

The applicant has applied to amend the Official Plan from the existing "Service Commercial" designation to the "Medium Density Residential" designation. The applicant has applied to change the zoning from the "Service Commercial One" (SC.1) Zone to a "Specialized General Apartment" (R.4A-57) Zone. The applicant is proposing a number of specialized regulations to the General Apartment Zone.

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

- Phase One Environmental Site Assessment, prepared by GeoPro Consulting Ltd., dated March 23, 2022 Revised;
- Phase Two Environmental Site Assessment, prepared by GeoPro Consulting Ltd., dated March 23, 2022 Revised;
- Functional Servicing and Stormwater Management Report, prepared by GM Blue Plan, dated March 2022.
- Environmental Noise and Vibration Assessment, prepared by SLR Consulting Ltd., dated March 2022
- Transportation study, prepared by Trans-Plan Transportation Inc., dated March 2022 Revised.

1. Road Infrastructure:

Edinburgh Road North abutting the subject property is designated as a two (2) lane arterial road with a centre turn lane and a grass boulevard on both sides, asphalt pavement, curb and gutter and concrete sidewalk on the west side of the street. The ultimate right-of-way width of Edinburgh Road North abutting the property is 30.00-metres. As such, a 2.5 meter wide road widening will be required along the frontage of the property.

2. Traffic Study, Access, Parking and Transportation Demand Management:

While staff generally support this application, we found a number of comments have not been fully addressed to our satisfaction.

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Infrastructure, Development & Enterprise

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1. Traffic simulation issues.

- Staff do not recognize traffic queuing results from SimTraffic as queue lengths can be heavily influenced by the input storage lengths. Only 95 percentile traffic queue lengths from Synchro reports should be referenced.
- Provide a summary table to list 95 percentile traffic queue lengths from Synchro simulation for existing and future conditions.
- Appendix C is missing traffic queue lengths from Synchro. Some traffic inputs in Appendix C do not match with those in Figure 13.
- Synchro files must be submitted for review and record.

2. Parking demand and supply has been reviewed by Planning staff.

Site plan issues.

- Provide a sufficient turning area for parking lots at end of an aisle.
- Parking spaces must be provided in accordance with zoning-by-law requirements.

3. Transportation Demand Management Review

- Staff acknowledge the effort to enhance conditions for pedestrians on the site, per comment #6 (page 2) in Section 2 of the Transportation Study. On all drawings to be submitted with a site plan application, please extend the walkway on the north side of Building I to meet the existing concrete sidewalk.
- Section 6.4 discusses Planning Roadway improvements. Staff would like to note that Edinburgh Road from Willow Road to London Road is on the TMP's Spine Cycling Network, and while timing for implementation is unknown this will significantly enhance the quality of cycling infrastructure servicing this development.
- Staff recommend the applicants meet, but not exceed the minimum parking requirement per the zoning bylaw.
- Section 12: Transportation Demand Management Plan
 - Staff note that while the total number of bicycle parking spaces provided exceeds the amount required by the Site Plan Procedures and Guidelines document; the dispersion of bike parking is such that 120 long term spaces are provided in the basement to service 139 units. Staff recommend providing the recommended number of secure, long-term bike parking spaces for units, thus reducing the provision of surface visitor bike parking spaces.

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- Staff also would like to note that quality of bike parking facilities is of greater value than exceeding the recommended quantity. For instance, providing ground mounted or horizontal long-term spaces for residents is of greater value than extra vertical wall mounted spaces. Providing weather protection for visitor spaces is of greater value than a large quantity of exposed spaces.
- Staff will be providing direction on placement of bike parking facilities at the site plan stage to ensure facilities are well distributed between the various building entrances.
- Staff are very supportive of the unbundled parking recommendation for this site.
- No reference is made to either electric vehicle charging or carshare vehicles. Are these measures recommended for this site? To be discussed further at site plan stage.

3. Municipal Services:

Edinburgh Road North

Existing services within the right-of-way along Edinburgh Road North are as follows:

- 600 and 675mm Storm along the frontage property.
- 200mm diameter sanitary sewer.
- 200mm diameter watermain.

According to our service records, the subject property was pre-serviced by a 150mm diameter sanitary sewer lateral and a 50mm and a 150mm water service lateral and a 300mm and a 375mm storm lateral. If required by the City at the site plan stage, the Developer shall be responsible for the entire cost of removing the existing storm, sanitary sewer lateral and the water service lateral. The Developer will also be responsible to pay for the estimated and actual cost of any servicing upgrade including any curb cuts or curb fills if required, prior to site plan approval and prior to any construction or grading on the lands.

Sanitary Sewer Wastewater Collection System, Water Supply and Distribution System Water

The development is located in the south end of Pressure Zone 2. This area is mainly supplied by the Paisley and Robertson Pumping Stations and pressures are maintained by the Speedvale Elevated Tank. The development will be serviced by an extension to an existing 150mm water service branching from the existing 200mm watermain on Edinburgh Road North. A 400mm watermain on Speedvale Avenue West and 200mm watermain on Edinburgh Road North provide good connectivity to the Speedvale Elevated Tank.

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The water system near the proposed development provides high pressures, above the preferred operating range of 50 – 80 psi, but below the maximum allowable pressure of 100 psi. The high pressures are caused by the relatively low site elevation of 331m compared to the Speedvale Elevated Tank, which has a top water level of 393m. The estimated development demands were not found to significantly impact pressures in the development area.

The available fire flow at hydrants near the development area ranged from 119 – 235 L/s. It is recommended that a FUS calculation be completed by the developer to determine the required fire flow based on building size, construction and configuration.

Sanitary

DWF sanitary flows are predicted to increase by +13.13 L/s, and WWF sanitary flows by +13.57 L/s. These rates were estimated based on the development information provided below and the City's 2019 Development Engineering Manual flow rates.

The model results suggest the local sewer on Edinburgh Rd N currently flows at <1% (DWF) to 1% (WWF) of its full capacity using the estimated design flow rates. The sewer is projected to flow at 55% (DWF) to 58% (WWF) of its full capacity under post-development conditions. Looking downstream along Alma St N, the receiving trunk sewer is projected to flow at 12% (DWF) to 42% (WWF) of its full capacity under post-development conditions, representing +1% (DWF) and +2% (WWF) increases from existing conditions.

3. Storm Water Management & Servicing:

The preliminary servicing drawing is acceptable for the zone change application. Servicing will be reviewed in detail during the site plan application.

The preliminary Stormwater management design is acceptable for the zone change application. However, stormwater management will be further assessed to ensure it continues to meet the City's swm criteria during the site plan application.

4. Environmental:

Staff have reviewed the ESA reports and provide the following comments:

- Prior to site plan approval, please provide all associate environmental reports, and the Record of Site Condition (or RSC) is a mandatory requirement for the Site development, as the Site is going from less sensitive (industrial/commercial) to more sensitive use (mixed-use residential).

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- We recommend the developer/QP review our guidelines for the development of contaminated or potentially contaminated sites: <https://guelph.ca/wp-content/uploads/DevelopmentGuidelinesContaminatedSites.pdf>

5. Noise Comments:

The revised feasibility study is acceptable. A detailed noise study will be required as part of the site plan application. Please note that the detailed noise report shall be completed in accordance with the NPC-300 and City's noise guidelines.

Staff Recommendation/Conclusion:

Engineering has reviewed the above-noted reports and plans and support 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 stormwater management report and plans certified by a Professional Engineer in accordance with the City's Guidelines and the latest edition of the MECP "Stormwater Management Practices Planning and Design Manual", which addresses the quantity and quality of stormwater discharge from the Site together with a monitoring and maintenance program for the stormwater management facility to be submitted;

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- ii. A Detailed Noise Report shall be submitted and shall be completed in accordance with the City's noise guidelines.
 - iii. a grading, drainage and servicing plan prepared by a Professional Engineer for the Site;
 - 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;
 - v. a construction traffic access and control plan for all phases of servicing and building construction;
 - vi. salt management plan in accordance with the Grand River Source Protection Policy CG-CW-29.
 - vii. please provide all associate environmental reports, and the Record of Site Condition (or RSC) is a mandatory requirement for the Site development, as the Site is going from less sensitive (industrial/commercial) to more sensitive use (mixed-use residential).
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 3 i) to vii) 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.

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7. The Owner shall stabilize all disturbed soil within 90 days of being disturbed, control all noxious weeds and keep ground cover to a maximum height of 150 mm (6 inches).
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. Prior to site plan approval the Owner shall give the City 2.5 meter wide road widening free from all encumbrances along the frontage of the property (Endinbrugh Rd).
10. The Owner shall pay to the City the actual cost of the construction of the new driveway entrances and required curb cut and/or curb fill. Furthermore, prior to site plan approval and prior to any construction or grading on the lands, the Owner shall pay to the City, the estimated cost as determined by the General Manager/City Engineer of the construction of the new driveway entrances and required curb cut and/or curb fill.
11. 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.
12. 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.
13. 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.
14. The Owner shall ensure that any private water supply wells, boreholes, monitoring wells and septic systems are decommissioned in accordance with O. Reg. 903.
15. The Owner shall confirm that the basements will have a minimum 0.5 metre separation from the seasonal high groundwater elevation in accordance with Development Engineering Manual.

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16. The Owner shall construct the new buildings at such an elevation that the lowest level of the buildings can be serviced with a gravity connection to the sanitary sewer.
17. The Owner shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official certifying that all fill placed below proposed building locations has adequate structural capacity to support the proposed building. All fill placed within the allowable Zoning By-law envelope for building construction shall be certified to a maximum distance of 30 metres from the street line. This report shall include the following information; lot number, depth of fill, top elevation of fill and the area approved for building construction from the street line.
18. The Owner shall submit a report prepared by a Professional Engineer to the satisfaction of the Chief Building Official providing an opinion on the presence of soil gases (Radon and Methane) in the plan in accordance with applicable provisions contained in the Ontario Building Code.
19. 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.
20. The Owner shall obtain approval of the General Manager/City Engineer with respect to the availability of adequate water supply and sewage treatment capacity.
21. The Owner shall submit a Noise impact study report in accordance with Guelph Noise Control Guidelines to the satisfaction of the General Manager /City Engineer.
22. 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.

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Infrastructure, Development & Enterprise

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Attachment 13 (continued):

Departmental and Agency Comments

INTERNAL MEMO



DATE November 4, 2022
TO Michael Witmer, Development Planner
FROM Jason Elliott, Environmental Planner
DIVISION Planning Services
DEPARTMENT IDE
SUBJECT 33 – 37 Arkell Rd and 1408 Gordon St (OZS21-002), Second Submission

Material Reviewed

- Comment Response Matrix, Prepared by IBI Group, dated April 25, 2022;
- Architectural Drawings (including Site Plan, Renderings, Elevations, Cross Sections) Prepared by IBI Group, dated March 31, 2022;
- Landscaped Plans and Tree Preservation Plan, prepared by IBI Group, dated April 8, 2022;
- Functional Servicing and Stormwater Management Report, prepared by GM BluePlan, dated April 11, 2022;
- Civil Engineering Drawings (including Grading, Servicing, Stormwater Management, Erosion and Sediment Control); prepared by GM BluePlan, dated April 11, 2022;
- Hydrogeological Assessment Update, prepared by Chung & Vander Doelen Engineering Ltd., dated March 25, 2022;

Background

Subsequent to the first Zoning Bylaw Amendment (ZBA) submission, the proponent began the site plan process in late 2021. In addition to this second ZBA submission, a second site plan submission was provided at the same time by the proponent using the same materials. Consequently, the second site plan submission was reviewed against comments from all previous ZBA and site plan reviews. Additionally, a third site plan submission was recently reviewed. Environmental Planning comments on the first ZBA submission that were required to be addressed prior to a rezoning approval dealt with water balance and were aimed at minimizing an increase in stormwater runoff as a result of the development of the site. Environmental Planning comments on the first ZBA submission that were to be addressed during the site plan stage dealt with design elements in relation to hydrogeological information and the stormwater strategy.

Comments

As all comments on the first ZBA submission are being addressed through the parallel site plan process which has advanced further than the second ZBA submission, Environmental Planning has no comments on the second ZBA submission and supports the application without any conditions.

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Please contact me with any questions or concerns.
Regards,

Jason Elliott
Environmental Planner
Planning, Urban Design and Building Services IDE
T x 2563
E jason.elliott@guelph.ca

Attachment 13 (continued): Departmental and Agency Comments

Internal Memo



Date June 28, 2022
To **Michael Witmer, Senior Development Planner**
From David de Groot, Senior Urban Designer
Service Area Infrastructure, Development and Enterprise Services
Department Planning Services
Subject **33-41 Arkell Road and 1408 Gordon Street:
Zoning By-law Amendment Application –
OZS21-002
Urban Design Comments**

Urban Design staff has the following comments based on the:

- Planning Justification & Urban Design Report Addendum No. 1 dated April 26, 2022 from IBI Group;
- Building drawings from IBI Group dated April 1, 2022;
- Sun and Shadow study report prepared by IBI Group, April 2011;
- Pedestrian Wind Assessment dated March 2, 2022 from SLR; and,
- Cover Letter Addendum No. 1 including Comment Response Matrix by IBI Group, April 25, 2022.

This is the second review of this application.

Background

Urban Design policies from the Official Plan were reviewed. The City of Guelph has completed Urban Design Concept Plans for the Gordon Street Intensification Corridor, which contains concept plans, including one for this property. The document articulates Official Plan policies and provides greater guidance through additional direction and illustration. In addition, the City has approved the Commercial Built Form Standards (CBFS). The City has also approved Built Form Standards for Mid-rise Buildings and Townhouses. The comments below also reflect the review of these documents.

Urban Design Comments

- Generally Urban Design staff is supportive of the approach to the design of the site shown on the concept plan submitted in April 2022.
- Staff acknowledges that the applicant has been working with City Staff and that overall design of the concept plan has been improved.
- Through this process, staff has concentrated on a number of key issues which have been positively addressed by the applicant including:
 - Complying with the 45 degree angle plane from the centreline of Arkell Road;

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Departmental and Agency Comments

- Implementing a 45 degree angular plane from the shared lot line with the R1-B Zone through the site-specific zoning by-law regulation;
 - Generally, implementing a 3m wide landscape buffer along the edge of all property lines that allows for landscaping and the planting of trees;
 - Generally improving pedestrian circulation; and,
 - Complying with a 6m minimum setback from Arkell Road.
- 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:
 - Developing the elevations including materials and colours as well as architectural details.
 - Clarifying grading and softening the planters along Arkell Road.
 - Provide a detail for pedestrian level lighting and street lighting for the internal streets.
 - Street furniture such as bicycle parking, benches etc.
 - Rooftop mechanical screening details.
 - Encouraging Low Impact Development technologies that can be incorporated into the landscape and architecture.
 - Maintaining trees/ dense vegetation adjacent to the rear yard of the residential property.
 - Continue to coordinate with the adjacent landowner subject to on-going development application on issues such as grading and landscaping.
 - Implementing landscaped-based entry features along the Gordon Street entrance to the site.

Prepared by:
David de Groot
Senior Urban Designer
519.822.1260 ext. 2358
David.deGroot@guelph.ca

Attachment 13 (continued): Departmental and Agency Comments

INTERNAL MEMO



DATE June 21, 2022
TO Michael Witmer
FROM Christina Vannelli, Park Planner
DIVISION Parks
DEPARTMENT Park and Trail Development
SUBJECT 33-41 Arkell Road and 1408 Gordon Street – Proposed Zoning By-Law Amendment OZS21-002

Park and Trail Development has reviewed the application for the above noted proposed Zoning By-Law and Official Plan Amendment including the Notice of Complete Application dated May 9, 2022, and:

- Cover Letter Response Matrix – April 2022
- Hydrogeological Assessment – March 2022
- Landscape Plans – April 2022
- Noise Impact Study & Response – Sept 2021
- Pedestrian Wind Assessment – March 2022
- Photometric Plan – April 2022
- Planning Justification and Urban Design Report – April 2022
- Shadow Study – April 2022
- Site Plan, Elevations, Cross Sections – April 2022
- Traffic Geometrics Plan – March 2022
- Functional Servicing & Stormwater Management Report – April 2022
- Grading, Servicing Plans – April 2022

Park and Trail Development offers the following comments:

Zoning Bylaw Amendment

Park & Trail Development has no objection to the proposed Zoning By-Law Amendment to rezone the property from the Residential Single Detached (R.1B) Zone and Specialized Cluster Townhouse (R.3A-46) Zone to a Specialized General Apartment (R.4A-?) Zone.

Parkland Dedication

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:

- i. The equivalent of Market Value of 1 hectare per 500 dwelling units, not to exceed 30% of the total Market Value of the lands; or
- ii. 5% of the total Market Value of the Land.

Attachment 13 (continued): Departmental and Agency Comments

Michael Witmer

June 21, 2022

**RE: 33-41 Arkell Road and 1408 Gordon Street – Proposed Zoning By-Law
Amendment OZS21-002**

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In accordance with the Parkland Dedication Bylaw definition of dwelling unit, we are establishing that 47 dwelling units (retirement oriented apartment suites) total will be used for the calculation of Parkland Dedication. For this development the 5% rate is greater and based on the total number of dwelling units proposed.

The amount for cash in lieu of parkland will depend on the details of the approved development, 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.

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. We recommend submitting the appraisal two months ahead of the building permit application to avoid delays.

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.
3. 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.

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Michael Witmer

June 21, 2022

**RE: 33-41 Arkell Road and 1408 Gordon Street – Proposed Zoning By-Law
Amendment OZS21-002**

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Summary

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

Regards,

Christina Vannelli, OALA, CSLA
Park Planner, Parks

Public Services

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Departmental and Agency Comments



CANADA POST
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MAY 12, 2022

Michael Witmer, Senior Development Planner
Planning and Building Services
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1
Email: michael.witmer@guelph.ca

Reference: 33-41 Arkell Rd & 1408 Gordon St-Notice of Revised Application

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. The Canada Post multi-unit policy may also apply depending on building type.

*Multi-unit buildings and complexes (residential and commercial) with a common lobby, common indoor or sheltered space, require a centralized lock box assembly which is to be provided by, installed by, and maintained by the developer/owner at the owner's expense. **Buildings with 100 units or more MUST have a rear loading Lock Box Assembly with dedicated secure mail room.***

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.



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- ⇒ 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,

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