

Attachment-11 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
Upper Grand District School Board*		√	Subject to conditions in Attachment 2
Canada Post*		√	
Zoning	√		
Guelph Wellington Development Association*	√		
Guelph Police Services	√		
Enbridge Gas	√		

Internal Memo



Date	April 22, 2021
To	Katie Nasswetter
From	Shophan Daniel
Service Area	Infrastructure, Development and Enterprise Services
Department	Engineering and Transportation Services
Subject	Preliminary ZBA Comments – 85 Woolwich Street File: OZS21-05

The applicant proposes to create a new lot at the rear of the existing two lots to develop a five-storey building containing 32 supportive housing units that would front onto Shelldale Crescent. The Zoning By-law amendment application proposes revised R.4B-?? (Specialized High-Density Apartment) Zones for each of the existing apartment buildings to account for specialized regulations for each of these sites parking, side yards, common amenity and landscaped area. The new five-storey supportive housing building is also proposed to be an R.4B-?? (Specialized High-Density Apartment) Zone, with specialized regulations adding the supportive housing use, frontage on a private lane, and reduced parking side and rear yard requirements.

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

- Phase 1 Environmental Site Assessment (ESA), (Pinchin Ltd., April 09, 2020);
- Functional Servicing and Stormwater Management Report (KWA Consulting Inc, revised April 16, 2021);
- Site Servicing and Grading Plan (KWA Consulting Inc, Revised April 16, 2021)
- Noise Impact Study (RWDI November 30, 2020);
- Geotechnical Investigation (Golder Associates Ltd, December 2, 2020)

Road Infrastructure:

The subject property is located on Willow Road between Dawson Road and Applewood Crescent and is municipally known as 85 Willow Rd. The proposed development can be serviced (for access) by Shelldale Crescent and Parkwood Road.

A portion of Parkwood Road is owned by Kindle Communities Organization "Kindle", a portion is owned by Upper Grand District School Board "UGDSB" and a portion is owned by The Corporation of the City of Guelph ("the City"). The property (85 Willow) does not yet have the rights to use this public/private lane.

Staff have confirmed that Kindle owns Parts 3 to 7, inclusive, Reference Plan 61R-8663, UGDSB owns all of Block A, Plan 568 and Parts 10, 11 and 12, Reference Plan 61R-8663 and the City owns Block B, Plan 568 and Parts 1 and 2, 61R-8663.

There are easements that exist between the City, UGDSB and Kindle, but none exist with the subject property yet.

Therefore at this time the subject property does not have access through Parkwood Road. The UGDSB has an easement over the City's property, being Part 8, Reference Plan 61R-8663 (not dedicated as a public highway), and the other half of the road is beside Part 8 and is private and on UGDSB's property.

Access through Shelldale Crescent to Dawson Road does not appear possible. The UGDSB has an easement over Kindle's property, being Parts 4 & 7, Reference Plan out to Shelldale Crescent, but the City does not.

Therefore, currently, the subject property does not have access to a municipal Right-Of-Way. However, it has been confirmed by the developer that prior to site plan approval, an easement for vehicular access and parking will be granted over 20 Shelldale Crescent in favour of the subject lands. Staff recommend a Holding Symbol be placed until such time the easements in favour of the site lands are granted and are registered on title.

Municipal Services:

Willow Road

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

- 750mm diameter sanitary sewer
- 1200mm diameter storm sewer
- 300mm diameter watermain

Shelldale Crescent

- 250mm diameter sanitary sewer
- 300mm diameter storm sewer
- 150mm diameter watermain

Servicing Capacities:

The City is currently updating the master plan. Using the existing data available in the City's model, there is sufficient and capacity available in the existing infrastructure to service the Site for both water and wastewater. However, since the model is being updated, staff will re-run the model and confirm the capacity prior to the issuance of site plan approval. Staff recommend that a Holding symbol be placed on the subject site until staff can confirm capacity using the new model and data.

Site Servicing:

As per the Functional Servicing and Stormwater Management Report,

Water servicing

The Site will be serviced for water connection via Shelldale Crescent. We ask the Engineer to revise the site servicing drawing and show the connection point. A servicing easement may be required.

Wastewater servicing

The Functional Servicing and Stormwater Management Report outlines a number of options for wastewater servicing:

Options #1. A private grinder pump with 2 "(50mm) forcemain to an outlet in the westerly maintenance hole on Shelldale Crescent; the distance is approx. 115m. The Engineering consulted has proposed a submersible pump station with two sewage grinder pumps in a fibreglass basin approx. 1800mm diameter. With this option, back-up power would be required in case of a power outage. This option is not preferred and is not acceptable by City.

Options # 2. A gravity outlet is available through the 85 Willow Road property to the 750mm sanitary sewer on Willow Road. The sanitary obvert of 327.49m at the Willow Road (connection point), the length of pipe will be approx. 184.6m and will cross the existing watermain with a minimum of 0.5m clearance; the watermain obvert is approx. 327.30. The obvert will need to be 328.0m (inv. 327.8m) when connecting to the 750mm Sanitary with the proposed 200mm sanitary sewer. We note that the proposed sewer's first leg is at 1% and the remainder at 0.3%. This situation marginally achieves self-cleansing velocities, and from time to time, the sewer may need to be flushed.

Engineering can support option 2, but the consultant will need to complete a field investigation and obtain locates of the 85 Willow property and the Willow Road right-of-way. The consultant will also need to confirm the location of all existing depths of (water, sanitary, storm) and utilities (gas, hydro, bell, cable, etc.).

Further, the applicant/consultant must contact the owners of 85 Willow and establish a private easement for the sewer between the two properties.

Stormwater Management:

The Functional Servicing and Stormwater Management Report has demonstrated how the swm criteria will be achieved from a quality and quantity perspective. But, it is unclear how the additional drainage will be collected from Shelldale Centre pavement area. And, it is unclear how the water balance requirement is being met. As stated in the geotechnical report, the soil types generally consist of silty clay (till); with low permeability. The report states that the proposed pavers will be installed at approx. 330.0m will maintain a 1-metre separation from the seasonal high groundwater; Further, the City does not permit direct infiltration of dirty water from driveways, roadways, parking areas, etc. We request the consultant confirm the seasonal high groundwater elevation and design the paver to only infiltrate clean water prior to issuance of site plan approval.

With respect to the proposed stormwater tank that infiltrates, it is unclear how 80% of TSS will be achieved as the detailed design has not been completed. The Golder's Geotechnical investigation was completed in Nov 2020, and the groundwater

elevation of 327.2m may not be correct as the seasonal fluctuation can be higher. Please note that the City requires a 1-metre separation from the base of the infiltration tank and not the pipe invert.

Environmental:

Our Environmental Engineer has reviewed the Developer's Phase 1 Environmental Site Assessment (ESA).

- Based on the Phase I ESA findings, no impacts were noted within or around the Site; as such, there are no environmental concerns associated with the Site.

Noise Study Review:

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 provided prior to Site Plan approval.

Traffic Services & Sustainable Transportation:

Traffic Services and sustainable transportation have no further comments and support the zoning amendment application.

Staff Recommendations:

Engineering supports the approval of the zoning by-law amendment application and recommends a Holding Symbol ('H') be placed on the subject lands to ensure that all required site servicing, access to the subject site, and stormwater management are addressed to the satisfaction of the General Manager / City Engineer. The holding symbol (H) may be removed when the following conditions have been met:

1. That the Owner acquires an easement, registered on title, over 20 Shelldale Crescent for the purposes of access to the Site, as well as for the provision of 6 off-site parking spaces.
2. That the development site be severed from each of 85 and 89 Willow Road and merged into one property.
3. That stormwater management is completed to the satisfaction of the City Engineer/General Manager.
4. That the City has confirmed servicing capacity for water and wastewater.
5. That sanitary service to the Site is designed to the satisfaction of the City Engineer/General Manager.
6. That any easements needed over adjacent properties for servicing or access are established and registered on title.

The following conditions are provided as information to Council and will be imposed through the 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 Ministry of the Environment's "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;
 - ii. 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.
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 vi) 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. 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. 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.
10. 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.
11. 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.
12. 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 ensure that any private water supply wells, boreholes, monitoring wells and septic systems are decommissioned in accordance with O. Reg. 903.
14. 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.

15. 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.
16. 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.
17. 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.
18. 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.
19. The Owner shall obtain approval of the General Manager/City Engineer with respect to the availability of adequate water supply and sewage treatment capacity.
20. 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.
21. The Owner shall provide the City with a drainage certificate from an Ontario Land Surveyor or a Professional Engineer certifying that the fine grading and sodding/vegetation of the Site is complete and that the elevation of the building foundation(s) and the grading of the Site is in conformity with the approved grading and drainage plan. Any variance from the approved plans has received the prior approval of the City Engineer.
22. The Owner shall have the Professional Engineer who designed the storm water management system certify to the City that he/she supervised the construction of the storm water management system, and that the storm water management system was approved by the City and that it is functioning properly.

23. 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.
24. The Owner provides assurance of proper operation and maintenance of the Stormwater management facility and oil-grit-separator (OGS) unit(s) through site plan agreement.
25. The Owner agrees to provide assurance of proper operation and maintenance of the infiltration galleries through site plan agreement.
26. The Owner agrees to maintain a log for perpetual cleaning/maintenance of oil-grit-separator (OGS) unit(s), Stormwater management facility, and infiltration galleries and agrees to submit the maintenance log for audit purposes to the City and other agencies upon request through site plan agreement.
27. All applications for a building permit shall be accompanied by a plot plan that shows that the proposed building, grading and drainage are in conformance with the approved overall site drainage and grading plan.
28. The Owner shall retain a Professional Engineer, licensed in the Province of Ontario, to prepare 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 24, 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 **85 & 89 Willow Road: OZS21-001 – Urban Design Comments**

Background

Urban Design staff have reviewed the 85 & 89 Willow Road Planning Justification Report dated January 2021. A discussion regarding Urban Design was included in the Planning Justification Report. Conceptual grading and servicing along with elevations and renderings were provided. These were reviewed for the purpose of ensuring Official Plan policies related to urban design were considered in the conceptual plans. The review of detailed elevations at the site plan stage will ensure specific strategies found in the Built Form Standard for Mid-rise Buildings and Townhouses will be addressed by the final design.

Urban Design Comments

- Generally Urban Design staff is supportive of the development of this parcel of land on the site as shown on the concept site plan (January 11, 2021) and the Urban Design section of the Planning Justification Report (January 2021).
- The proposal represents an infill opportunity on an otherwise underutilized portion of land surrounded by existing development. It has direct access onto a private roadway system that connects to public streets. Commercial and community services are located nearby within walking and cycling distance.
- Pedestrian routes through the site will be explored in the site plan stage. This route would enhance the connection between Willow Road and Shelldale Crescent. This route is contemplated in the Official Plan.
- 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 Parkwood Drive and Shelldale Crescent including a rhythm of street trees.
 - Elevations and materials should be similar to surrounding buildings and reflect the character of the neighbourhood. 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 30, 2021
TO **Katie Nasswetter**
FROM Rory Barr Templeton
DIVISION Planning Services
DEPARTMENT Infrastructure, Development and Enterprise
SUBJECT 85-89 Willow Road OZS21-001

Katie,

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

Reports and Plans Reviewed:

- Landscape Concept and Tree Management Plan by GSP, dated January, 2021
- Site Plan by KWA, dated December 2020
- Site Grading Plan by KWA, dated January 2021

Overall:

A Tree Management Plan was submitted with the application identifying 46 trees. Of these 27 trees are proposed for removal. It should be noted that the assessment of the trees was done in the Fall (November 13, 2020).

My assessment of the plans prepared by GSP is that they are complete, but I would like an Arborist Report submitted as per the requirements of the Tree Technical Manual. I have also provided comments and recommendations below.

Staff Comments:

- a) Are the six (6) new parking parallel to the access road necessary? By bumping out the parking area to accommodate these parking stalls, the removal of ten (10) trees is required. Please consider all parking options within existing asphalted areas and ensure all means to preserve these trees are considered.
- b) A pedestrian sidewalk along the south side of the existing drive aisle, linking Willow Road PS and the existing ad-hoc trail to the east, would enhance pedestrian safety in this area. In doing so, further trees may need to be removed and/or further protection and mitigation measures to protect them considered by the consulting arborist.
- c) Please clarify the exact diameter of individual trunks forked below breast height and record on the Tree Inventory. Update total DBH removed.
- d) Trees considered in Poor health are exempt from compensation, as are fruit bearing trees. Please update List.
- e) Trees under 10cm DBH are not to be recorded on the Tree Inventory. Please update List.
- f) The Landscape Plan should consider the addition of coniferous trees and shrubs to help screen the adjacent industrial use from the Shelldale Centre.
- g) As part of the Recommended Mitigation Measures - Trees to be retained that may

potentially be injured by construction activities should be monitored during works taking place by a certified arborist to ensure the correct direction and/or work can be provided. Post construction monitoring should also take place and any mitigating measures, such as deep root fertilization or pruning, should be directed/preformed by a certified arborist.

- h) As noted on the plans, tree compensation required is not being achieved as per the Landscape Plans. Please consider tree planting within the proposed Common Amenity Space in an effort to meet required numbers.
- i) Paige wire fencing as a minimum, held in place by t-bars is to be used to define the TPZ, as per City Standards. This method of fencing seems to be more rigid and permanent than snow fencing, and therefore more effective in keeping equipment and people out of the protected zone. Any sediment control required for the site can be used in concert with the TPZ.
- j) Slopes of 5% or more along sidewalks should be avoided and cross slopes are not to exceed 2%. Refer to the City's Facility Accessibility Design Manual for further information and details.
- k) A revised site layout I believe has now been shared with the applicant/owner, however, further comments regarding the design of the overall site and associated plans will be included as part of the formal Site Plan process.

Recommended Conditions of Approval:

1. *THAT the developer shall complete an updated Vegetation Management Plans, and include an arborist report as per the requirements of the Tree Technical Manual, satisfactory to the General Manager of Planning and Building Services, prior to any grading, tree removal or Site Plan Approval. The updated plan will include:*
 - a. *The long-term protection of the trees on the property, with consideration to protect existing trees east of the existing Shelldale Parking lot, in lieu of the proposed parking stalls;*
 - b. *Pre, during and post construction mitigation and monitoring of private 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 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.*

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

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INTERNAL MEMO



DATE March 5, 2021
TO **Katie Nasswetter**
FROM Mallory Lemon, Park Planner
DIVISION Parks
DEPARTMENT Public Services
**SUBJECT 85 & 89 Willow Road – Proposed Zoning By-Law Amendment
OZS21-001**

Park and Trail Development has reviewed the application for the above noted Proposed Zoning By-Law Amendment including:

- Notice of Complete Application dated February 12, 2021;
- Cover Letter dated January 19, 2021;
- Architectural Plans and Elevations dated January 11, 2021;
- Functional Servicing and Stormwater Management Report dated January 8, 2021;
- Geotechnical report dated December 2, 2020;
- Landscape Concept and Vegetation Management Plan dated January 8, 2021;
- Overall Site Plan dated December 16, 2020;
- Planning Justification Report dated January 2021;
- Site Grading Plan dated January 7, 2021; and
- Topographic and Legal Survey dated November 11, 2020.

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 revise the R.4B-?? (Specialized High Density Apartment) Zones for each of the existing apartment buildings to account for specialized regulations needed for each of these sites related to parking, side yards, common amenity and landscaped area; and the proposed R.4B-?? (Specialized High Density Apartment) Zone with specialized regulations adding the supportive housing use, frontage on a private lane, and reduced parking side and rear yard for the new supportive housing building. However, the following items are to be addressed:

Parkland Dedication:

Parkland dedication is required for this development in accordance with the City of Guelph Parkland Dedication By-law (2019)-20366, as amended by By-law (2019)-20380 or any successor thereof. Park and Trail Development recommends Payment in lieu of Conveyance of Parkland for the development.

The newly created 'Parcel C' is proposed to have a density of 121.5 units per hectare. Therefore, section 17.d of the Parkland Dedication By-law will apply, which states that the rate will be the greater of:

- i. The equivalent of market value of 1 hectare per 500 dwelling units, but not to exceed 30% of the total market value of the land; or
- ii. 5% of the total market value of the Land.

For this development the 1 hectare per 500 dwelling unit rate is greater so the payment in lieu of parkland conveyance will be 24% of the market value of the subject parcel.

Katie Nasswetter
February 23, 2021

RE: 85-89 Willow Road - Proposed Zoning By-Law Amendment

Page 2 of 4

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.

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.

City Trail Parcel:

The Official Plan Schedule 6: Trail Network shows a proposed City trail route from Parkwood Road to Shelldale Crescent. This pedestrian connection is important to provide residents access to community resources, parkland, and the City-wide trail network. Please note that the trail is intended to run along the south and east boundaries of the Shelldale Centre property. This appears to be consistent with the Shelldale Centre master plan that was recently shared with Park and Trail Development staff by Kindle Communities staff. Please see the marked-up excerpt of Official Plan Schedule 6 below.



Please integrate the trail into the development concept. It should be designed to a secondary standard as per the Guelph Trail Master Plan with a minimum width of 2.5m and asphalt surface. While detailed grading is not required at this stage, the preliminary grading plan should show that the trail can be built to meet the requirements of the City's Facility Accessibility Design Manual, which requires a maximum longitudinal slope of 5% and maximum cross slope of 2%. We require that the applicant provide a detailed design for the trail parcel at the Site Plan stage, to ensure that the final grading and drainage of the trail parcel functions safely, to City standards, and is coordinated with the development.

The City is open to acquiring the trail through an agreement, easement, or purchase of a parcel of land. This will be subject to discussion with the Owner. The exact size and location of the trail easement/parcel is dependent on the location of final trail alignment and the associated grading and drainage design information. This will be determined through Site Plan Approval.

Park and Trail Development staff are open to having a meeting with the applicant to further discuss the trail if desired.

Trail Costs

The City will be responsible for reimbursing the developer for the trail construction as identified under City's current Development Charges Bylaw – Local Service Policy.

Conditions of Development:

I recommend 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.

Note: Additional conditions related to the City trail forthcoming.

Katie Nasswetter
February 23, 2021

RE: 85-89 Willow Road - Proposed Zoning By-Law Amendment
Page 4 of 4

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,

Mallory Lemon, Park Planner
Parks
Public Services
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UPPER GRAND DISTRICT SCHOOL BOARD

Planning Department

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4 March 2021

PLN: 21-015

File Code: R14

Katie Nasswetter
Senior Development Planner
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1

Dear Ms. Nasswetter;

Re: OZS21-001
85 & 89 Willow Road, Guelph

Planning staff at the Upper Grand District School Board have received and reviewed the above noted application for a Zoning Bylaw Amendment (ZBA) to permit the construction of a five-storey building with 32 supportive housing units.

The Planning Department **does not object** to the proposed application, but has the following comments to provide with respect to this application. We request that the revised information based on these comments be submitted to the Board's satisfaction prior to granting approval of the application.

Land Use Compatibility

One of the Board's main priorities is the safety and well-being of its students. The proposed supportive housing development adjacent to Willow Road PS has raised safety concerns from the school community. The Planning Justification Report does not address the issue of land use compatibility as it relates to the adjoining school. Board staff recommends that the developer be required to demonstrate that the proposed development is compatible with the adjacent land uses, specifically Willow Road PS.

Pedestrian and Vehicular Traffic

A Traffic Impact Study (TIS) was not included as part of the submission of the development proposal. A roundabout is proposed on the one-way road access that both pedestrian and vehicular traffic use to exit the school property via Shelldale Crescent. The Board's student transportation service and emergency vehicles also utilize this road access to exit the school property. The Board recommends that a TIS be provided to specifically address the impact of a two-way roundabout on school vehicle and bus traffic and how the roundabout will be designed to accommodate traffic from school buses and emergency vehicles. Furthermore, the TIS should analyze any projected increase in traffic in front of the school due to the proposed development both during school hours and in the evening given there is after hours community use at Willow Road PS.

Pedestrian safety also needs to be considered given the impact that the proposed two-way roundabout may have on students walking to and from the school along the road access.

Board staff has also noted that the site plan depicts eight parking spaces directly south of the roundabout, raising additional traffic concerns for the Board. The proximity of the proposed parking spaces relative to the roundabout may create a hinderance to school bus traffic and overall traffic flow especially during peak school hours.

Upper Grand District School Board

• Martha MacNeil; Chair
• Mark Bailey

• Barbara Lustgarten Evoy; Vice-Chair
• Jen Edwards

• Jolly Bedi
• Mike Foley

• Linda Busuttill
• Robin Ross

• Gail Campbell
• Lynn Topping

Easement

A private easement is depicted on the applicant's site plan to provide pedestrian and vehicular access over the Shelldale Centre's parking lot through an exclusive use agreement. There is concern that the proposed easement may impact the one-way traffic flow that exists from Willow Road PS and therefore it is recommended that the TIS needs to determine the impact of the proposed easement, if any, on vehicular and pedestrian traffic originating from the elementary school.

Parking

A reduction in parking spaces is being requested in the development proposal. Analysis completed by Paradigm Transportation Solutions Ltd. concludes that 14 parking spaces is a reasonable supply of parking for the site. Board staff is concerned that should the number of parking spaces not be sufficient for this development, residents or staff of the proposed housing development may use the school parking lot as overflow, thus creating parking concerns for staff and visitors at Willow Road PS.

Common Amenity Space

The proposed site plan depicts a landscaped open space/common amenity area including a naturalized buffer at 89 Willow Road. This outdoor space will be immediately adjacent to the Willow Road PS parking lot on the Board's property. This development effectively reduces the current green space at the rear of 85 and 89 Willow Road. Staff is concerned that the reduced size of the common amenity space for existing residents of 85 and 89 Willow Road along with the new residents of the supportive housing development may not be sufficient therefore creating more resident and pet traffic on school property.

Additional Technical Information

The ZBA application did not include information on 89 Willow Road. Board staff recommends that all technical reports for the ZBA application be updated to account for the impacts of 89 Willow Road. This includes the Servicing and Grading Plan, which will assist the Board in understanding potential impacts on the Willow Road PS property.

Please note that our comments are subject to change based on the submission of the revised information.

Should you require additional information, please feel free to contact the undersigned.

Sincerely,



Ruchika Angrish, MCIP, RPP
Manager of Planning
Upper Grand District School Board

cc: clerks@guelph.ca



UPPER GRAND DISTRICT SCHOOL BOARD

Planning Department

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: planning.info@ugdsb.on.ca

Tel: 519-822-4420 ext. 821 or Toll Free: 1-800-321-4025

15 April 2021

PLN: 21-022

File Code: R14

Katie Nasswetter
Senior Development Planner
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1

Dear Ms. Nasswetter;

**Re: OZS21-001 – Revised Concept Site Plan
85 & 89 Willow Road, Guelph**

Planning staff at the Upper Grand District School Board have had the opportunity to review the revised site plan concept and the associated information for the above noted application. Board staff are appreciative of the efforts made by the City staff and the proponent to address the Board's concerns raised in our letter on March 4, 2021. Below are some additional comments from the Board's Planning Department with regard to the revisions made to this application.

Land Use Compatibility

It is our understanding that fencing will be installed between the school and the development site as well as a buffer will be created through the common amenity space. This will create a separation between the proposed building and the school. Board staff recommend that these measures are included during the Site Plan Approval Process.

Pedestrian and Vehicular Traffic

The removal of the roundabout and incorporation of appropriate signage addresses the concerns related to traffic flow movement. The proposed new configuration keeps two-way traffic between Shelldale Crescent and the proposed development and would incorporate appropriate signage, including a stop sign at the end of the two-way portion for vehicles travelling south and do not enter signs for the one-way portion.

The inclusion of the sidewalk also provides better connectivity between the existing facilities in the area and the parking situated internal to the proposed development may help reduce the potential for traffic conflicts.

Our understanding is that since a minimum number of staff (2-5) would be employed for the proposed development, a traffic analysis was not triggered and hence, a Traffic Impact Assessment was not requested for the Complete Application submission.

Easement

Planning Staff is of the understanding that there is no impact to the existing access easement between UGDSB and Kindle Communities due to the proposed development. Board staff welcome the opportunity to discuss the easement and maintenance responsibilities with Kindle Communities, as per the request, during the Site Plan Approval Process.

Upper Grand District School Board

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Parking

Parking is now provided internally for the proposal and away from the roadway. This lessens interference with pedestrians and vehicular traffic utilizing the roadway. Our understanding is that additional parking for this use is provided at the Shelldale Community Centre.

In conclusion, we recognize the efforts made to address the Board's concerns and thank you for the opportunity to provide additional comments on the revised submission. We would appreciate if the Site Plan Application is circulated to Planning Staff to ensure our comments are addressed during that process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Angrish', is positioned above the typed name.

Ruchika Angrish, MCIP, RPP
Manager of Planning
Upper Grand District School Board



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FEB 15, 2021

Katie Nasswetter | Senior Development Planner
Planning and Building Services
City of Guelph
T 519-822-1260 x 2356 | F 519-822-4632
E katie.nasswetter@guelph.ca

RE: Notice of Complete Application & Public Meeting - 85 & 89 Willow Road

Canada Post has reviewed the proposal for the above noted Development Application and has determined that the project adheres to the multi-unit policy and will be serviced by developer/owner installed Lock Box Assembly.

*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 MUST have a rear loading Lock Box Assembly with dedicated secure mail room.***

Should the description of the project change, please provide an updated plan in order to assess the impact of the change on mail service.

Canada Post appreciates the opportunity to comment on the above noted application and looks forward to working with you in the future.

If you require any further information or have any questions or concerns, please contact the undersigned.

Regards,

NEIL MAZEY
Delivery Planning – Canada Post
955 Highbury Ave N
London ON, N5Y 1A3
519-281-2253





March 16, 2021

Ms. Katie Nasswetter
Senior Development Planner
Planning and Building Services
City of Guelph
1 Carden Street
GUELPH, Ontario N1H 3A1

Dear Ms. Nasswetter:

Re: 85 & 89 WILLOW ROAD: Zoning By-law Amendment (File: OZS21-001)

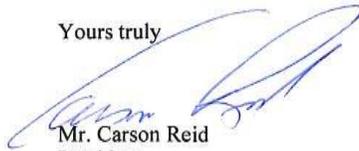
The Guelph and Wellington Development Association is in receipt of the February 12, 2021 notice of complete application and public meeting for the above-noted property.

The proposed Zoning By-law Amendment Application will permit the development of the rear of 85 and 89 Willow Road with a five (5) storey building, associated parking and common amenity area. The proposed building will accommodate 32 affordable housing units with support services for individuals with a range of disabilities. A site specific permitted use being "Supportive Housing" is proposed which takes into account the affordable housing units and the supportive uses that will be provided within the building.

The proposal will make use of existing and planned services including transit infrastructure and cycling infrastructure and in turn support active modes of transportation and community connectivity. The increase of residential population in this location will support nearby commercial, institutional uses and public service facilities. The application will also provide for additional affordable housing units within the Built-Up area of the City of Guelph contributing to the range and mix of housing types. This development will contribute to the creation of a complete community whereby affordable housing units are being provided within proximity to everyday uses such as commercial, institutional, employment and recreational uses. The site is also designated and zoned for high-density residential uses.

Our association views this project as being consistent with the objectives set out in the Official Plan and Growth Management Strategy for the City, as well as policies established in the Growth Plan and Provincial Policy Statement. The Guelph and Wellington Development Association encourages the City to support this Zone Change.

Yours truly



Mr. Carson Reid
President