

## Attachment-13 Departmental and Agency Comments

Respondent	No Objection or Comment	Conditional Support	Issues/Concerns
Zoning	√		
Engineering*		√	- Holding conditions recommended: Updated SWM report and noise study.
Environmental Planning*	√		
Park & Trail Development*		√	- Payment in lieu of parkland. - Narrative Appraisal report is required.
Canada Post*		√	- Owner to consult with Canada Post for location of Community Mailboxes. - Owner to provide temporary mailbox location.
Upper Grand District School Board (UGDSB)		√	- Collection of Education Development Charges required prior to the issuance of a building permit.
Metrolinx*		√	- An Adjacent Development Agreement is required. - A Work Permit for any project-related construction activities within 10 metres of the adjacent rail corridor is required.

\*Memo or letter attached

# Attachment-13 continued Departmental and Agency Comments

## Internal Memo



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Date	January 10, 2024
To	<b>Ryan Mallory, Senior Development Planner</b>
From	Louis de Jong, C.Tech Engineering Technologist III
Service Area	Infrastructure, Development and Enterprise Services
Department	Engineering and Transportation Services
<b>Subject</b>	<b>14 Stevenson St N</b> OZS23-011

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The Official Plan Amendment application proposes to change the land use designation from Low Density Residential to Medium Density Residential to permit a maximum net density of 100 units per hectare.

The Zoning By-law Amendment application proposes to amend the existing "Single Detached Residential" (R.1B) zone to the "Specialized Residential Apartment" (R.4D-??) zone in By-law (1995)-14864. It will also amend the existing "Low Density Residential 1" (RL.1) zone to the "Specialized Residential Medium Density 6" (RM.6-??) zone in the (2023)-20790 By-law. The application proposes to add specialized regulations to permit the multiple attached residential dwelling use; allow parking to be in front of the front wall of the building; reduce front, side and rear yard setbacks; reduce landscaped open space and buffer strips; and reduce private amenity area.

The comments below are a compilation from various city staff and departments, and are based on the following plans & reports:

- Functional Servicing and Stormwater Management Report (FSR) – prepared by GMBLuePlan; dated December 2023
- Site Grading and Servicing Plan - prepared by GMBLuePlan; dated November 2022
- Geotechnical Investigation – prepared by JLP; dated February 2023
- Phase 1 Environmental Site Assessment – prepared by Chung & Vanderdolen Engineering LTD; dated January 2023
- Environmental Noise and Vibration Assessment– prepared by SLR; dated October 3, 2023

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## Departmental and Agency Comments

- Response to City of Guelph Comments on Environmental Noise Study of Proposed Residential Development at 14 Stevenson St North, Guelph, On-prepared by SLR-Dec 2023
- Sight Distance Analysis-Prepared by UrbanTrans Engineering Solutions Inc., dated July 2023
- Traffic Geometrics Plan – prepared by GM BluePlan; dated November, 2022

### **Development Engineering:**

#### **Municipal Services:**

The water and wastewater capacity was assessed for this site. The results were as follows:

#### Water capacity

The water system near the proposed development provides pressure ranges from 78-84 psi, which is outside of the City's preferred operating range of 50 – 80 psi. The builder is advised to design the mechanical/plumbing of the proposed dwelling to address the increased water pressure at the time of building permit.

The available fire flow near the proposed development was found to be 236L/s, surpassing the city's guideline for medium density buildings.

#### Wastewater capacity

The model results suggest that the existing system can accommodate the added flow from the development.

#### **Site Servicing:**

The site is proposed to be serviced via municipal infrastructure under Stevenson St N. Proposed storm, water, and sanitary services were reviewed by engineering staff, and the site is serviceable as proposed. The servicing plan will be reviewed in greater detail at time of building permit.

- The owner shall submit a Composite Utilities Plan at time of building permit, to the satisfaction of the General Manager/City Engineer.

#### **Stormwater Management:**

The storm water management plan was reviewed by engineering staff and was found acceptable for the purposes of this application.

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## Departmental and Agency Comments

### **Grading:**

The proposed site grading was reviewed by engineering staff and meets criteria set out in the Development Engineering Manual. Grading will be reviewed in greater detail at time of building permit.

### **Environmental Noise:**

The noise portion of the Environmental Noise and Vibration Assessment Study was reviewed by City Engineering staff. An addendum was submitted to the City of Guelph with respect to comments provided. The two documents were found acceptable for the purposes of this application.

### **Environmental Engineering:**

No additional Comments

### **Traffic Services:**

As per City's Development Engineering Manual (DEM), minimum of 7.0m wide drive aisle is required for double loaded parking. This extra spaces is very important to residents during the winter months. Snow clearance is completed only along the drive aisle and not for the parking spaces. During snow/ice buildup surrounding the parking spaces, 7.0m aisle width provide additional room to complete vehicle turning maneuvers for the residents. Additionally, 0.5m wide land scape buffer area between the crash wall and the parking space is too narrow provide sufficient landscaping.

For the above reasons Transportation staff recommend that the drive aisle width shall remain 7.0m.

### Sustainable Transportation comments for 14 Stevenson St N:

Sustainable Transportation staff are generally supportive of the Official Plan and Zoning Bylaw amendments. The proposed development is situated in a walkable, bikeable, transit-friendly area. Staff support the proposed bicycle parking and electric vehicle parking outlined in the submission.

Road widening of 3.0m will be required along the property frontage on Stevenson Street North, in accordance with the Official Plan Table 5.1. The road widening is indicated on the submitted Site Plan and is recognized within the Planning Justification Report.

### **Source Water Protection:**

# **Attachment-13 continued Departmental and Agency Comments**

No further comments

## **Staff Recommendations:**

Engineering supports the approval of the Official Plan and Zoning By-law amendment.

Louis de Jong, C.Tech  
Engineering Technologist III  
**Engineering and Transportation Services  
City of Guelph**

Mary Angelo, P.Eng  
Manager, Development and Environmental Engineering  
**Engineering and Transportation Services  
City of Guelph**

# Attachment-13 continued Departmental and Agency Comments

## INTERNAL MEMO



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DATE November 24th, 2023

TO **Ryan Mallory, Senior Development Planner**

FROM Ryan Hamelin, Environmental Planner

DIVISION Infrastructure, Development and Enterprise

DEPARTMENT Planning and Building Services

SUBJECT **14 Stevenson St North – 1<sup>st</sup> formal submission**

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### Materials Reviewed

Staff reviewed the following materials:

- Functional Servicing and Stormwater Management Report. 14 Stevenson Street North. City of Guelph. Prepared by GM BluePlan Engineering. Dated: August 2023

### Comments

- 1) Approve

### Staff Recommendation

Based on the review of the submitted materials, Environmental Planning supports the proposed Official Plan Amendment and Zoning by-law Amendment.

Please do not hesitate to reach out with any questions or concerns.

**Ryan Hamelin**  
Environmental Planner

Infrastructure, Development and Enterprise  
**Planning Services**  
Location: City Hall

519-822-1260 x 2718  
[ryan.hamelin@guelph.ca](mailto:ryan.hamelin@guelph.ca)

# Attachment-13 continued Departmental and Agency Comments

## Internal Memo



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Date	November 30, 2023
To	Ryan Mallory, Senior Development Planner
From	Christina Vannelli, Park Planner
Service Area	Public Services
Department	Park and Trail Development
Subject	<b>14 Stevenson Street North – 1<sup>st</sup> Submission for Proposed Zoning By-law and Official Plan Amendment</b>

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Park and Trail Development has reviewed the 1<sup>st</sup> submission for the above noted proposed Zoning By-Law and Official Plan Amendments and offers the following comments:

### Zoning Bylaw Amendment

Park and Trail Development has no objection to the proposed Zoning By-Law Amendment and Official Plan Amendment to permit a 3-storey multiple attached residential building consisting of 10 residential dwelling units and an ancillary building at grade with surface parking.

### Parkland Dedication

Payment in lieu of parkland conveyance will be required for this development in accordance with the Planning Act s.42, City of Guelph Official Plan Policy 7.3.5.6 and the City of Guelph Parkland Dedication By-law (2022) 20717 or any successor thereof.

In accordance with the Planning Act s.42 the rate of payment in lieu of parkland conveyance will be the greater of 5% of the equivalent of Market Value of the land, or 1 hectare per 1000 dwelling units; up to a maximum of 10% of the equivalent market value of the land.

For this development the 1 hectare per 1000 dwelling unit rate will apply. The payment in lieu of parkland dedication amount is calculated at the equivalent market value of 8.13% of the land.

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. As per Section 21 of Bylaw (2022) 20717, 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.

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The amount of cash in lieu of parkland dedication 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.

### Conditions of development

I recommend the following development approval conditions:

#### Prior to Site Plan approval

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 (2022) 20717 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.

### 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, Park Planner  
Parks  
Public Services

T 519-822-1260 x 2431  
Christina.Vannelli@guelph.ca

# Attachment-13 continued

## Departmental and Agency Comments



CANADA POST  
2701 RIVERSIDE DRIVE SUITE N0820  
OTTAWA ON K1A 0B1  
[CANADAPOST.CA](http://CANADAPOST.CA)

POSTES CANADA  
2701 PROM RIVERSIDE BUREAU N0820  
OTTAWA ON K1A 0B1  
[POSTESCANADA.CA](http://POSTESCANADA.CA)

November 01, 2023

**Ryan Mallory, MCIP, RPP, Planner 2 – Development and Urban Design**  
Development Planning – Planning and Building Services  
City of Guelph  
519-822-1260 extension 2492  
[ryan.mallory@guelph.ca](mailto:ryan.mallory@guelph.ca)

Reference: **Notice of Complete Application & Public Meeting-14 Stevenson Street North**

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.

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

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

## Attachment-13 continued Departmental and Agency Comments

- ⇒ 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](https://www.canadapost.ca/cpo/mc/assets/pdf/business/standardsmanual_en.pdf)

Please feel free to follow up with any questions.

Regards,

Neil Mazey  
Delivery Services Officer | Delivery Planning  
Huron/Rideau Region  
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# Attachment-13 continued Departmental and Agency Comments



MEMORANDUM

To: Ryan Mallory, Senior Development Planner, City of Guelph  
From: David Tsai, Project Manager  
Adjacent Development – GO (Heavy Rail)  
Third Party Project Review  
Metrolinx  
Date: November 10, 2023  
Re: 14 Stevenson Street North – Metrolinx Clearance Letter

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## 1. Overview

Metrolinx notes that the subject development at 14 Stevenson Street North proposes a 3-storey stacked townhouse with 10 residential units with a ground-level parking lot. The site is directly adjacent to the Metrolinx-owned rail corridor, Guelph Subdivision, to which Metrolinx operates the Kitchener GO Service.

## 2. Metrolinx GO Heavy Rail Clearance

Metrolinx would like to confirm that Rail Safety requirements for the subject development have been reviewed and deemed satisfactory by Metrolinx and our Technical Advisor (AECOM). An Adjacent Development Agreement (ADA) has been registered on title over the subject lands on November 10<sup>th</sup>, 2023, and Metrolinx will require its conditions to be fully satisfied and adhered to prior to occupancy.

Metrolinx will also require the proponent to secure the appropriate Work Permit for any project-related construction activities within 10 metres of the adjacent rail corridor.

Given the above, Metrolinx has no objections to the proposal moving forward.

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

David Tsai, Project Manager  
Adjacent Development – GO (Heavy Rail)  
Third Party Project Review  
Metrolinx  
20 Bay Street Suite 600, Toronto