Committee of the Whole Meeting Agenda

Monday, October 7, 2019 – 1:30 p.m.
Council Chambers, Guelph City Hall, 1 Carden Street

Please turn off or place on non-audible all electronic devices during the meeting.

Please note that an electronic version of this agenda is available on guelph.ca/agendas.

Guelph City Council and Committee of the Whole meetings are streamed live on guelph.ca/live.

Call to Order – Mayor

Disclosure of Pecuniary Interest and General Nature Thereof

Authority to move into Closed Meeting

That the Council of the City of Guelph now hold a meeting that is closed to the public, pursuant to The Municipal Act, to consider:

IDE-2019-113 **Environmental Testing – Victoria Road South Area**
Section 239 2(f) of the Municipal Act advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Open Meeting - 2:00 p.m.

Mayor in the Chair

Closed Meeting Summary

Staff Recognitions:

1. Master of Economic Development and Innovation Degree
   Christine Chapman, Economic Development Officer

2. Certified Engineering Technologist
   Steve Anderson, Manager, Transportation Engineering

Presentation:

Innovation Guelph, Anne Toner Fung, Executive Director

Ten-Minute Break for Service Area Change

Consent Agenda – Governance

Chair – Mayor Guthrie

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

OMC-2019-02 Funding to support Large Urban Mayors' Caucus of Ontario (LUMCO)

Recommendation:

That costs associated with the Mayor's role as Chair of the Large Urban Mayors' Caucus (LUMCO) in 2019 and 2020 totaling $18,800 be approved and funded from the Operating Contingency Reserve.

Service Area Chair and Staff Announcements

Ten-Minute Break for Service Area Change

Chair – Councillor Gibson

Consent Agenda – Infrastructure, Development and Enterprise

The following resolutions have been prepared to facilitate Council's consideration of various matters and are suggested for consideration. If Council wishes to address a specific report in isolation of the Consent Agenda, please identify the item. It will be extracted and dealt with separately as part of the Items for Discussion.

IDE-2019-104 Natural Heritage Advisory Committee Terms of Reference

Recommendation:

That the terms of reference for the Natural Heritage Advisory Committee of Guelph City Council, included as Attachment 1 to Report IDE-2019-104 dated October 7, 2019 be approved.

IDE-2019-111 Servicing Policy for Properties Located Outside of Guelph Municipal Boundary

Recommendation:

That a policy be approved for water and wastewater municipal servicing outside of the Guelph municipal boundary as outlined in Report IDE-2019-111, Servicing Policy for Properties Located Outside of Guelph Municipal Boundary' dated October 7, 2019.

IDE-2019-106 Sign By-law Variances – 65 Gordon Street

Recommendation:

1. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit one (1) electronic pre-sell menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved. (Sign 1)

2. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit one (1) electronic menu board with a height of 3.4 above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved. (Sign 2)

IDE-2019-107 Sign By-law Variances – 243 Woodlawn Road West

Recommendation:

1. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit two (2) electronic pre-sell menu boards with a height of 2.29m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West, be approved. (Sign 1, Sign 2)

2. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit two (2) electronic menu boards with a height of 2.36m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West, be approved. (Sign 3, Sign 4)

IDE-2019-108 Sign By-law Variances – 395 Southgate Drive

Recommendation:

That the request for variances from Table 1, Row 1 of Sign By-law Number (1996)-15245, as amended, to permit one (1) illuminated building sign with a sign face area of 10.18m^2 facing a public road allowance to be located on the second storey of the building at the property of 395 Southgate Drive, be approved.

IDE-2019-109 Sign By-law Variances – 32 Clair Road East

Recommendation:

That the request for variance from Table 2, Row 2 of Sign By-law Number (1996)-15245, as amended, to permit one (1) non-illuminated freestanding sign to be located 52 meters from another freestanding sign at the property of 32 Clair Road East, be approved.

Items for Discussion – Infrastructure, Development and Enterprise

The following items have been extracted from Consent Agenda and will be considered separately. These items have been extracted either at the request of a member of Council or because they include a presentation and/or delegations.

IDE-2019.91 Planning Our Future: Growth Plan Conformity Project Initiation

Presentation:
Natalie Goss, Planner III Senior Policy Planner, Planning & Building Services

Recommendation:

That the Planning Our Future: Growth Plan conformity project charter attached to Infrastructure, Development and Enterprise Services Report (IDE-2019-91), dated Monday, October 7, 2019 be approved.

IDE-2019-92 Comprehensive Zoning Bylaw Review Discussion Paper and Guelph Parking Standards Review Discussion Paper

Presentations:
Comprehensive Zoning Bylaw Review Discussion Paper
Natalie Goss, Planner III Senior Policy Planner, Planning and Building Services

Guelph Parking Standards Review Discussion Paper
Peter Richards and Dave Galbraith, Consultants, IBI Group

Recommendation:

That the Comprehensive Zoning Bylaw Review Discussion Paper and Guelph Parking Standards Discussion Paper attached to Infrastructure, Development and Enterprise Services Report (IDE-2019-92), dated Monday, October 7, 2019 be released for the purpose of community engagement in the formulation of a new draft Zoning Bylaw.

Service Area Chair and Staff Announcements

Notices of Motion

Adjournment

Innovation Guelph

Entrepreneur Education

Hands-on Mentorship

Workshops & Events

Coworking Space

Networking

We help innovative, scalable companies

START, GROW & THRIVE

Presented by: Anne Toner Fung
Executive Director, Innovation Guelph

At Innovation Guelph, we are proud to serve as a hub where businesses and community **converge, collaborate** and **cross-pollinate**.

SINCE 2011, WE HAVE SUPPORTED

OVER 1,130 BUSINESSES

RANGING FROM **STARTUPS TO SMALL TO MEDIUM-SIZED ENTERPRISES (SMES)**

EACH YEAR, WE SUPPORT THE SCALE-UP EFFORTS OF

50 TO 60

SMALL TO MEDIUM-SIZED ENTERPRISES

WE ARE MOVING THE NEEDLE FOR WOMEN IN BUSINESS.

54% OF OUR STARTUP CLIENTS **ARE FEMALE FOUNDED, CO-FOUNDED OR LED**

42% OF OUR SME CLIENTS **ARE FEMALE FOUNDED, CO-FOUNDED OR LED**

OURFOODFuture

GUELPH-WELLINGTON – Canada's first food smart community

MiX

Municipal Innovation Exchange

grow guelph

invest ▸ nurture ▸ prosper

BUSINESS RETENTION + EXPANSION

INNOVATION FUND

Infrastructure Canada

Canada

SMART CITIES CHALLENGE

DÉFI DES VILLES INTELLIGENTES

INNOVATION™ expo

Rhyze up!™

GLOBAL FOOD SUMMIT

Food for a transforming society

Innovation Guelph

betterfrost technologies

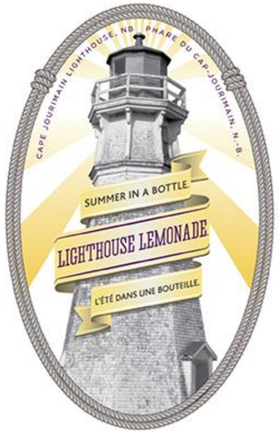
oreka SOLUTIONS

eMERGE
Live Lighter. Live Richer.

Laza
FOOD & BEVERAGES INC.

ESCARPMENT LABORATORIES

THE Sustainable MARKET



DI·A·LEC·TIC

Established 2015
DICK DUFF'S
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QUOTE KONG
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echion group

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Taste Detours
EST. 2015

CGL

HELLA MAID

LUXE SHIELD

JM TRAINING
FITNESS JUNCTION

Natalina's Kitchen

“Innovation Guelph has been there to support, mentor, guide, cheer and encourage us … and we are proud to support them as they help other Agri-tech companies achieve their dreams.

We consider Innovation Guelph our friends.”

PHIL WHITING PhD

President & CEO, Mirexus Biotechnologies Inc.


Innovation Guelph
DATE Thurs. April 12/18
PAY TO THE ORDER OF Avocado Co-op $ 30,000.00
Thirty Thousand Dollars
100 DOLLARS
Helping innovative businesses START, GROW & THRIVE
DIXON'S
COLLISION DAY
TOYOTA TSUSHO
FANJOY
Fully Prepared Freezer Meals
LESSONS FROM LEADERS
Innovation Guelph

Staff Report

To	**Committee of the Whole**
Service Area	Office of the Mayor and Council
Date	Monday, October 7, 2019
Subject	**Funding to support Large Urban Mayors' Caucus of Ontario (LUMCO)**
Report Number	OMC-2019-02

Recommendation

That costs associated with the Mayor's role as Chair of the Large Urban Mayors' Caucus (LUMCO) in 2019 and 2020 totaling $18,800 be approved and funded from the Operating Contingency Reserve.

Executive Summary

Purpose of Report

To provide City Council with an update on LUMCO's advocacy activities and plans, and to request $18,800 over two years from the Operating Contingency Reserve to enable the Mayor to effectively lead those activities during his term as Chair.

Key Findings

With Mayor Guthrie as Chair, LUMCO has been an active and effective voice in advocating to the Government of Ontario on a number of issues, including retroactive funding cuts to municipalities, Bill 108, and changes to public health and emergency medical services. This activity is expected to continue as LUMCO fosters a seat at the table to work collaboratively with the Province, and builds relationships at the federal level as the federal election approaches.

Funding from the Operating Contingency Reserve would support the meetings, travel, and other costs of the mayor's role as Chair.

Financial Implications

The Operating Contingency Reserve will be reduced by $18,800 to fund the LUMCO related costs over two years. The reserve has sufficient funding to support this request.

Report

Mayor Guthrie was elected to a two-year term (January 2019- December 2020) as Chair of LUMCO, a group of mayors of 28 single and lower-tier cities with 100,000 or more residents, representing 67 per cent of Ontario's population.

As Chair, Mayor Guthrie voiced LUMCO's opposition to the Government of Ontario's retroactive funding cuts to municipalities for public health, daycare, and other services by sending letters, issuing public statements, speaking with media (including appearances on TVO's The Agenda and CBC's Power and Politics), and meeting with the Minister of Municipal Affairs and Housing. Within a month, the Province announced a deferral of the cuts to 2020 and pledged to work with municipalities to address fiscal challenges without jeopardizing core municipal services.

Mayor Guthrie similarly expressed LUMCO's concerns about changes to planning appeal processes and Development Charges in Bill 108. While Bill 108 (the More Homes, More Choice Act) passed in the Legislature, the Province has pledged to work closely with municipalities to address concerns through the regulations.

The Province has been receptive to LUMCO's calls for a more collaborative and consultative relationship with cities, including to an invitation for the Minister of Municipal Affairs and Housing to attend quarterly LUMCO meetings. The Minister attended a joint meeting of LUMCO and the Mayors and Regional Chairs of Ontario (MARCO) that was held at the annual Association of Municipalities of Ontario (AMO) conference in August. Topics of discussion included infrastructure funding, public health and emergency services, Bill 108, affordable housing, the Province's Regional governance review, and municipal fiscal sustainability.

At their May 2019 meeting, LUMCO mayors voted to contribute $5,000 each to enable LUMCO to engage a consultant to develop and implement a provincial and federal advocacy plan. This will provide the resources necessary to build LUMCO's research and data-gathering capacity, sustain momentum, and ensure LUMCO remains a professional and respected voice of Ontario's big cities. LUMCO has directed that the advocacy plan will focus on the financial sustainability of cities, the infrastructure gap, and a stronger and more collaborative provincial-municipal relationship.

As LUMCO Chair, Mayor Guthrie serves on the AMO board of directors, which provides an important avenue for information-sharing, advocacy, and relationship-building with the Province. This entails 10 meetings in Toronto annually.

The elected Chair of LUMCO funds costs associated with the role over the two years of the term, including travel for AMO and LUMCO meetings and catering for meetings hosted in Guelph. LUMCO plans to hold meetings in other cities across the province for the remainder of the term, and catering costs will be funded by the host municipality.

Financial Implications

Staff are recommending $18,800 be allocated from the Operating Contingency Reserve to fund the Mayor's two years as LUMCO Chair. This includes:

- $5,000 one-time contribution for advocacy consultant, along with other LUMCO municipalities
- $5,000 for catering costs for LUMCO meetings hosted in Guelph ($2,500 per meeting x 2 meetings)
- $800 for LUMCO conference calls ($200 per call x 2 annually x 2 years)
- $7,000 for hotels, meals, parking and travel for AMO meetings ($350 per meeting x 10 meetings x 2 years)

- $1,000 for any hotels, meals, parking and travel for mayor and staff for LUMCO meetings in other cities

Consultations

The Office of the CAO (Strategy, Innovation and Intergovernmental Services) has been instrumental in the success of LUMCO initiatives to date, as well as plans for the rest of the Mayor's term as Chair. Guelph's CAO serves as Chair of a group of LUMCO CAO's who support LUMCO mayors and ensure alignment of advocacy efforts at the staff and political levels.

Departmental Approval

Tara Baker, General Manager of Finance, City Treasurer

Report Author

Kate Sullivan, Communications Advisor, Mayor's Office

Recommended By

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Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Natural Heritage Advisory Committee Terms of Reference**
Report Number	IDE-2019-104

Recommendation

That the terms of reference for the Natural Heritage Advisory Committee of Guelph City Council, included as Attachment 1 to Report IDE-2019-104 dated October 7, 2019 be approved.

Executive Summary

Purpose of Report

This report provides the staff recommended terms of reference for the new City of Guelph Natural Heritage Advisory Committee (NHAC) consistent with Council's approval of Report IDE-2019-72.

Key Findings

The NHAC will provide input and perspectives to City staff and Council on high-level, strategic matters relating to City-led natural heritage conservation initiatives.

The NHAC will have nine resident members representing themselves as individuals and will meet a minimum of two and a maximum of six times per year.

The NHAC will be governed by the City's Procedural By-law, the Advisory Committee Meeting Procedures and the Public Appointment Policy.

Financial Implications

None. The administration of the NHAC will be managed with existing staff resources. NHAC members will receive no remuneration.

Report

Background

Action #30 of the Natural Heritage Action Plan involved a review of the current mandates of the Environmental Advisory Committee and River Systems Advisory Committee. In accordance with Council's approval of Report IDE-2019-72, titled Environmental Advisory Committee and River Systems Advisory Committee Review, the two existing committees will be disbanded at the end of their 2019 term and a new Natural Heritage Advisory Committee (NHAC) is to be instated in 2020.

Three interdepartmental workshops were held to gather staff perspective on which natural heritage matters would benefit from enhanced community engagement. The recommended terms of reference and mandate for the NHAC outlined in Attachment 1 were developed in a manner consistent with recommended Option #2 that was approved by Council through Report IDE-2019-72.

The mandate of the NHAC is to provide input and perspectives to City staff and Council on strategic, high-level natural heritage conservation matters relating to City-led initiatives

The NHAC's role is advisory, consultative and intended to enhance community engagement relating to strategic, high-level natural heritage aspects of Planning and Building Services (Environmental Planning) and Parks and Recreation (Parks Planning, Urban Forestry, and Community Stewardship) undertakings. The committee will fulfill Recommendation #19 of the Urban Forest Management Plan that calls for the creation of an Urban Forest Advisory Committee.

Specifically, the NHAC will provide feedback on the following where and as relevant to the purpose and mandate of the committee:

- City plans, strategies and studies such as the Natural Heritage Action Plan, the Urban Forest Management Plan and subwatershed studies; and
- reviews and updates to the Official Plan natural heritage and water resource policies.

The NHAC will not review or provide comment on development applications and capital projects. Residents and stakeholders will continue to be able to participate and provide their input on those undertakings through the City Council and Environmental Assessment processes.

NHAC members are residents of the City interested in natural heritage conservation and/or civic and community matters

The membership of the NHAC will consist of nine members. Efforts will be made to balance membership with residents who are practicing professionals in the natural heritage industry and those that are not. Similarly, efforts will be made to select members from various geographic areas of the city.

Including members with professional experience will allow for enhanced discourse on natural heritage topics. However, while members may provide technical expertise on matters reviewed by the committee, technical review is not being expressly sought. Members from different geographical areas of the City will allow local perspectives to be explored and discussed.

Members will represent themselves as individuals and not represent any specific group or organization.

The NHAC will meet a minimum of two and a maximum of six times per year

The NHAC meeting schedule will be set at the beginning of the year. However, additional meetings may be called at the discretion of the staff liaison. Meetings will be held in the evening. Meeting agendas will be set by the staff liaison in consultation with the Chair.

The NHAC is governed by the City's Procedural By-law and the Advisory Committee Meeting Procedures

The terms of reference sets out the governance of order and procedure for the committee. As such, references are made to the City's Procedural By-law and the Advisory Committee Meeting Procedures. This allows for consistency in the application of rules for governing the order and procedures of the committee.

The only exception to this is the matter of public delegations. Public delegations will not be permitted at NHAC meetings. The NHAC is an advisory and consultative committee that is being established to obtain the perspectives, opinion and advice of its members for staff and City Council. This committee enhances the community engagement component related to the natural heritage conservation aspects of City projects. Opportunities for broad community engagement will continue to exist and be an essential component of City projects. NHAC meetings will be open to the public allowing for non-members to observe. Meeting agendas and minutes will also be posted on the City website so that residents and stakeholders are aware of the matters being discussed.

The terms of reference sets out the committee's reporting relationship with City Council

As an advisory committee of City Council, the NHAC is required to report to Council in accordance with the City's Advisory Committee Meeting Procedures.

Conclusion

Staff recommend that the terms of reference set out in Attachment 1 be approved by Council. The recommended terms of reference will provide for enhanced community engagement relating specifically to natural heritage aspects of City initiatives. Early input into natural heritage matters will benefit staff, the public, stakeholders and Council.

Financial Implications

None. The administration of the NHAC will be managed with existing staff resources.

Consistent with City practice, members will not be remunerated.

Consultations

City Clerks Office

Attachments

Attachment-1 Natural Heritage Advisory Committee of Guelph City Council Terms of Reference

Departmental Approval

Dylan McMahon
Manager Legislative Services/Deputy City Clerk

Report Author

Jason Elliott
Environmental Planner

Approved By

Melissa Aldunate, MCIP, RPP
Manager, Policy Planning and Urban Design

Approved By

Todd Salter, MCIP, RPP
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Natural Heritage Advisory Committee of Guelph City Council Terms of Reference

Purpose
The purpose of the City of Guelph's Natural Heritage Advisory Committee (NHAC) is to facilitate the exchange of ideas between Council and the public with respect to protecting natural heritage features and areas and maintaining, restoring, and improving the biodiversity, connectivity and ecological functions of the City's Natural Heritage System.

Mandate
The mandate of the NHAC is to provide input and perspectives to City staff and Council on strategic, high-level natural heritage conservation matters relating to City-led initiatives. The NHAC's role is advisory, consultative and intended to enhance community engagement.

Specifically, NHAC will provide feedback on the following where and as relevant to the purpose and mandate of the committee:

- City plans, strategies and studies such as the Natural Heritage Action Plan, the Urban Forest Management Plan and subwatershed studies; and
- reviews and updates to the Official Plan natural heritage and watershed planning and water resource policies.

Reporting
The NHAC is an advisory Committee of Council. As such, the NHAC acts in an advisory capacity to City staff and, through City staff, to City Council. NHAC agendas and minutes are posted on the City of Guelph website and reported to City Council.

Committee Composition
The NHAC shall consist of nine members appointed by Guelph City Council as per the Public Appointment Policy or any successor thereof. Members may not be employees of the City of Guelph or members of City Council. All members must be residents of the City of Guelph.

Members should demonstrate informed interest in natural heritage conservation and/or civic and community matters through employment, volunteer or personal experience. Efforts will be made to balance membership with residents who are practicing professionals in the natural heritage industry and those that are not. Similarly, efforts will be made to select members from various geographic areas of the city.

All members will act as individuals and not represent the interests of any group or organization.

Term of Appointment
Terms of Appointments to the NHAC shall be consistent with the Public Appointment Policy. The Committee will elect a Chair and Vice-Chair. Their term will also be consistent with the Public Appointment Policy.

Conduct

The conduct of the members of the NHAC shall be in keeping with the City's Procedural By-law and the Advisory Committee Meeting Procedures.

Meetings

The NHAC shall meet a minimum of two and a maximum of six times a year. The meeting schedule will be set at the beginning of the year. However, additional meetings may be called at the discretion of the staff liaison. Notice of any changes or cancellations to meeting dates/times will be provided in advance. The length of meetings shall not exceed two hours unless agreed upon by a majority of members present through a motion and vote.

Meeting schedule and agendas will be set by the staff liaison in consultation with the Chair.

NHAC meetings shall not conflict with Council or Committee of the Whole meetings.

Delegations

Notwithstanding the City of Guelph Procedural By-law and Advisory Committee Meeting Procedures, delegations are not permitted at NHAC meetings.

Staff Resources

A City Environmental Planner or designate is the staff liaison to the Committee and administrative support will be provided by the City.

Remuneration

NHAC members are volunteer appointments and receive no remuneration.

Governance of Order and Procedure

The City of Guelph Procedural By-law (which provides rules for governing the order and procedures of the Council of the City of Guelph), Advisory Committee Meeting Procedures, and Public Appointment Policy, or any successors thereof shall be followed for all matters not specifically addressed within this document.

These Terms of Reference are established by Council and can only be altered by Council approval.

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Servicing Policy for Properties Located Outside of Guelph Municipal Boundary**
Report Number	IDE-2019-111

Recommendation

That a policy be approved for water and wastewater municipal servicing outside of the Guelph municipal boundary as outlined in report IDE-2019-111, Servicing Policy for Properties Located Outside of Guelph Municipal Boundary dated October 7, 2019.

Executive Summary

Purpose of Report

This report describes various planning, engineering and financial considerations for servicing properties located outside of the Guelph municipal boundary and seeks Council approval to implement the recommended policy.

Key Findings

The City occasionally receives requests from both property owners outside the Guelph boundary and from other municipalities for municipal water and wastewater servicing. As such, staff considered the two possible scenarios when developing this draft policy.

Basic planning principles require municipalities to plan for growth within their respective municipal boundary. Both the County of Wellington and the City of Guelph have polices that discourage development within the Urban Protection Areas which is generally considered to be within one kilometer of the city boundary.

The City of Guelph Official Plan directs development to areas where full municipal services and related infrastructure are existing or can be made available, while considering existing land uses, natural heritage systems, development constraints, fiscal sustainability, development costs and related factors.

Planned servicing of projected community growth within the Guelph municipal boundary is defined within the City's Water Supply Master Plan, Wastewater Treatment Master Plan, and Water and Wastewater Servicing Master Plan.

The 2014 Water Supply Master Plan and 2009 Wastewater Treatment Master Plan demonstrated little surplus capacity based on environmental limitations of the local groundwater system and the ability of the Speed River to receive increased volumes of treated wastewater.

The introduction of servicing properties outside of the municipal boundary may create intergenerational equity and fairness issues with respect to stakeholders who have already paid development charges.

Based on planning, engineering and fiscal consideration, staff recommend that the policy for servicing requests for properties outside of the municipal boundary include the following:

- That current inter-municipal servicing agreements be sustained;
- That future inter-municipal servicing requests be assessed by staff and presented to Council for consideration where technically feasible and mutual benefit to both municipalities exists, and;
- That individual property owners requests for municipal servicing outside the City's municipal boundary be referred back to the host municipality in which the property resides.

Financial Implications

The recommended policy has no financial impact and mitigates financial risks associated with the servicing of properties external to the City's municipal boundary.

Report

Background

On April 19, 2018, Council directed staff to prepare a Corporate Policy to address potential requests for the extension of municipal services and access to properties abutting the City of Guelph boundaries in Council Report # IDE-2018-54. This was in response to a servicing and access agreement which staff were directed to negotiate with Ceva Animal Health Inc. in the same report. This report fulfills this direction of Council.

The City occasionally receives requests from both property owners outside the Guelph boundary and from other municipalities for municipal water and wastewater servicing. As such, staff considered the two possible scenarios when developing this draft policy.

Inter-municipal Cross Boundary Servicing Agreements

Currently, inter-municipal cross boundary servicing agreements exist with the Township of Guelph Eramosa in support of water and wastewater servicing to the Gazer Mooney Subdivision and wastewater servicing for the Town of Rockwood. These agreements were established based on Provincial directives (in the case of Gazer Mooney subdivision) and local integrated resource/infrastructure planning (in the case of Rockwood) and are reinforced via servicing agreements which are reviewed, revised and approved by local Councils in alignment with each respective agreement's term.

Through a brief jurisdictional review by staff, inter-municipal servicing agreements were found to be most prevalent among municipal respondents.

Individual properties

City staff occasionally receive requests from owners of property outside of the formal Guelph municipal boundary seeking the extension of City services to allow for formal development of their lands.

As per the Municipal Act, 2001, the jurisdiction and responsibility for property servicing is first be placed with the host municipality within which the property desiring servicing would reside.

To that end, it is required that these respective municipalities first be approached with servicing requests and that these respective parties provide authorization to the City to service the property should interest exist to do so in the future.

Planning Considerations

The following describes why the provision of municipal services to properties outside the City's boundary to facilitate development would be inconsistent with the Provincial Policy Statement 2014 and the City and County Official Plans.

The 2014 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development and is issued under the authority of Section 3 of the Planning Act. Policy Section 1.0 – Building Strong Healthy Communities speaks to efficient land use and development patterns to support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth. Policy 1.1.1 (d) of the PPS promotes efficient land use and development patterns by avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.

Lands adjacent to the City's urban boundary within the Township of Guelph-Eramosa and the Township of Puslinch are subject to provincial policies and County of Wellington Official Plan policies. The City of Guelph Official Plan policies speak to the orderly expansion of urban areas. The County and the City have polices that discourage development within the Urban Protection Areas (generally considered to be within one kilometer of the city boundary).

Policy 3.5 - Urban-Rural Interface of the City of Guelph Official Plan promotes a clear demarcation between the urban uses within the settlement area boundary of the City and the agricultural/rural lands within the surrounding townships. The County of Wellington's Official Plan identifies an "Urban Protection Area". City of Guelph Official Plan policies state that the City will rely upon the provisions of the County of Wellington's Official Plan and the Provincial Policy Statement and applicable Provincial Plans, regulations and guidelines to discourage development within the "Urban Protection Area" of the surrounding Townships.

Section 6 – Municipal Services and Infrastructure of the City of Guelph Official Plan provides policies to ensure that there is an adequate supply of serviced land to meet future development needs within the City. Development is directed to those areas where full municipal services and related infrastructure are existing or can be made available, while considering existing land uses, natural heritage systems, development constraints, fiscal sustainability, development costs and related factors. Policies also aim to protect, maintain, enhance and sustainably manage

the finite groundwater and surface water resources that are needed to support the City's existing and planned growth and natural systems.

Basic planning principles require that municipalities plan for growth within their municipal boundary. The Development Priorities Plan (DPP) is an annual report that sets out recommended dwelling unit targets for subdivision registration and draft plan approval. The recommendations are based on project-readiness, related capital projects being accounted for in the budget, and services being available. Staff update the standard DPP background information annually and confirm that adequate water and wastewater capacity are available at the City's Water and Wastewater Treatment Plants currently to meet projected growth within the City's boundary. Providing municipal services to properties outside of the City's boundary could impact the DDP process and allocation of servicing to development within the City and is contrary to the principle of municipalities planning for their own growth within their boundaries, and may limit the City's ability to meet projected growth within the City's boundary.

Engineering Considerations

In support of provincial growth directives, the City has developed a number of servicing master plans via the municipal class EA process to evaluate local ability to facilitate projected growth. With the City's focus being its direct responsibilities under the provincial growth plan, such servicing master plans only consider servicing growth within Guelph's municipal boundary.

The Council approved 2014 Water Supply Master Plan (WSMP) identified preferred program alternatives to service City-based growth to the period of 2038, with project servicing yields and approvals to be confirmed through subsequent field study, public consultation and provincial approvals. The final WSMP did not show substantial surplus capacity and couched potential surplus capacity in the limitations of our local groundwater resources and the need to demonstrate new groundwater takings as sustainable through a class EA process to attain provincial approvals for ongoing municipal use. In respecting the rights of local property owners already possessing provincial permits to take water and water demands of existing City water supply wells, the development of new groundwater supply capacity is a challenging endeavor locally.

As identified in the Council approved 2009 wastewater treatment master plan, effluent from the wastewater treatment plant (WWTP) is released to the Speed River. This requires loadings to the river be managed. As the city grows and the flows to the WWTP increase, the allowable concentration reduces since the quality of the effluent released to the river becomes more stringent. In order to economically meet future compliance limits as the demand on the WWTP increases, it would not be advisable for the City to accommodate any additional wastewater flow from outside of the city limits. Doing so would add strain to the WWTP and /or limit the city's own growth with existing infrastructure.

Based on locations of new water supply/wastewater treatment and known areas planned for future growth/intensification in the City, the 2008 Water and Wastewater Servicing Master Plan identified preferred linear service infrastructure required to extend services and current infrastructure enhancement required to address current system constraints to service future growth.

With a focus on local growth, requests for servicing outside municipal borders may infringe on existing levels of service if permitted and/or require significant upstream infrastructure investments to municipal linear services to create the hydraulic conditions required for external property servicing.

Lastly, regulatory requirements for extension of services (including but not limited to the registration of individual private drinking water systems) will increase financial burden and risk exposure to the City through service provision. Such legal risk and financial burden is not reflected in current Council approved water and wastewater user rates nor adequately recovered when looking to average annual cost recoveries for service provision on an individual property basis.

Financial Considerations

Planned servicing of projected community growth within the Guelph municipal boundary is defined within the City's Water Supply Master Plan, Wastewater Treatment Master Plan, and Water and Wastewater Servicing Master Plan which identify project costing and inform local development charges to support the sponsorship of such services.

The introduction of servicing properties outside of the municipal boundary are also anticipated to create intergenerational equity and fairness issues with respect to stakeholders who have already paid development charges to create servicing capacity versus benefit received and priority sequencing of development, and is not recommended as a result. Furthermore, there exist legal challenges in the City's ability to recover City based development charges for properties physically located outside of its municipal jurisdiction.

Regulatory requirements for extension of services (including the registration of individual private drinking water system) will increase the financial burden and legal liability to City. Such regulator and financial burden on a per customer basis is not reflected through City approved user rates and again not favourable from a financial business case perspective. Should external servicing requests be considered in the future it would be required that user rates and other servicing costs be defined and approved under agreement to ensure sufficient cost recovery for cost causation driven through service delivery.

Inter-Municipal Servicing and Mutual Benefit

With reference to the City's current inter-municipal servicing agreements and future inter-municipal servicing, there exists opportunities where inter-municipal servicing may be co-beneficial to both the City of Guelph and the requesting municipality. To that end, staff recognize the importance of maintaining flexibility in the policy for inter-municipal requests in the future. Staff would evaluate such servicing requests on their planning, engineering and fiscal merits prior to being presented to Council for consideration.

Recommended Policy

There are two scenarios which the City must consider for cross boundary municipal water and wastewater servicing: individual property owner requests and requests from other municipalities. In alignment with planning, engineering and fiscal limitations, the recommended policy for servicing requests for properties outside of the municipal boundary are as follows:

- That current inter-municipal servicing agreements be sustained;
- That future inter-municipal servicing requests be assessed by staff and presented to Council for consideration where technically feasible and mutual benefit to both municipalities exists, and;
- That individual property owners requests for municipal servicing outside the City's municipal boundary be referred back to the host municipality in which the property resides.

Financial Implications

The staff recommended policy has no financial impact and eliminates financial risks associated with the servicing of properties external to the City's municipal boundary.

Consultations

Business Development and Enterprise Services

Engineering and Transportation Services

Legal, Realty and Court Services

Planning and Building Services

Wastewater Services

Water Services

Attachments

None

Departmental Approval

Tara Baker, Finance

Report Author

Wayne Galliher C.E.T

Divisional Manager, Water Services

Approved By

Jennifer Rose, B.Sc., M.A.
General Manager, Environmental Services
Infrastructure, Development and Enterprise Services
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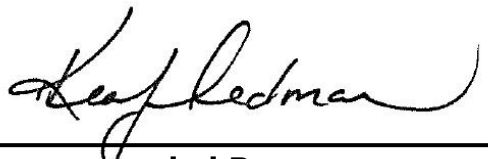

Recommended By

Kealy Dedman, P.Eng., MPA

Deputy Chief Administrative Officer

Infrastructure, Development and Enterprise

519-822-1260 extension 2248

kealy.dedman@guelph.ca

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Sign By-law Variances –** 65 Gordon Street
Report Number	IDE-2019-106

Recommendation

1. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit one (1) electronic pre-sell menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved. (Sign 1)
2. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit one (1) electronic menu board with a height of 3.4 above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved. (Sign 2)

Executive Summary

Purpose of Report

To advise Council of sign by-law variance requests for 65 Gordon Street.

Key Findings

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the number of menu boards on a property to one, with a maximum height of 2m above an adjacent roadway. Further, the City of Guelph Sign Bylaw does not permit signs that have action, motion, animation, or colour change.

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of McDonalds Restaurants to permit:

- one (1) electronic pre-sell menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change; and
- one (1) electronic menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved.

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The proposed signs are replacing two larger existing signs;

- The request is reasonable given that the sign is 2.14m high and it is the grading of the property that elevates the height to 3.4m above the adjacent road
- The proposed menu boards will be utilized for the operation of the drive through only;
- The proposed menu boards will each contain an ambient light sensor that will automatically dim the display as lighting levels change throughout the day;
- Given that the proposed signs will meet the minimum 9m setback and the layout of the property and that they will not face residential uses, the proposed menu boards should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Report

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the number of menu boards on a property to one, with a maximum height of 2m above an adjacent roadway. Further, the City of Guelph Sign Bylaw does not permit signs that have action, motion, animation, or colour change.

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of McDonalds Restaurants to permit:

- one (1) electronic pre-sell menu board with a height of 2.34m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change; and
- one (1) electronic menu board with a height of 2.34m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 65 Gordon Street, be approved.

Please see "Attachment 2 – Sign Variance Drawings"

Pride Signs Ltd. has indicated that the new menu boards will feature dual displays that are intended to show the current menu, as well as motion and images of available products (See Attachment 3 - Letter from Applicant).

The requested variances are as follows:

Table 1

	By-law Requirements	**Request**
Number of menu boards permitted	1	2
Maximum height permitted above an adjacent roadway	2m	3.4m
Action, motion, animation, or colour change	Not permitted	Permit

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The proposed signs are replacing two larger existing signs;
- The request is reasonable given that the sign is 2.14m high and it is the grading of the property that elevates the height to 3.4m above the adjacent road
- The proposed menu boards will be utilized for the operation of the drive through only;
- The proposed menu boards will each contain an ambient light sensor that will automatically dim the display as lighting levels change throughout the day;
- Given that the proposed signs will meet the minimum 9m setback and the layout of the property and that they will not face residential uses, the proposed menu boards should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Consultations

Not applicable

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Attachment- 2 Letter of Rationale from the Applicant

Departmental Approval

Not applicable

Report Author

Bill Bond
Zoning Inspector III/Senior By-law Administrator

Approved By
Patrick Sheehy
Program Manager – Zoning

Approved By
Jeremy Laur
Chief Building Official

Approved By

Todd Salter, MCIP, RPP
General Manager, Planning and Building Services
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Recommended By

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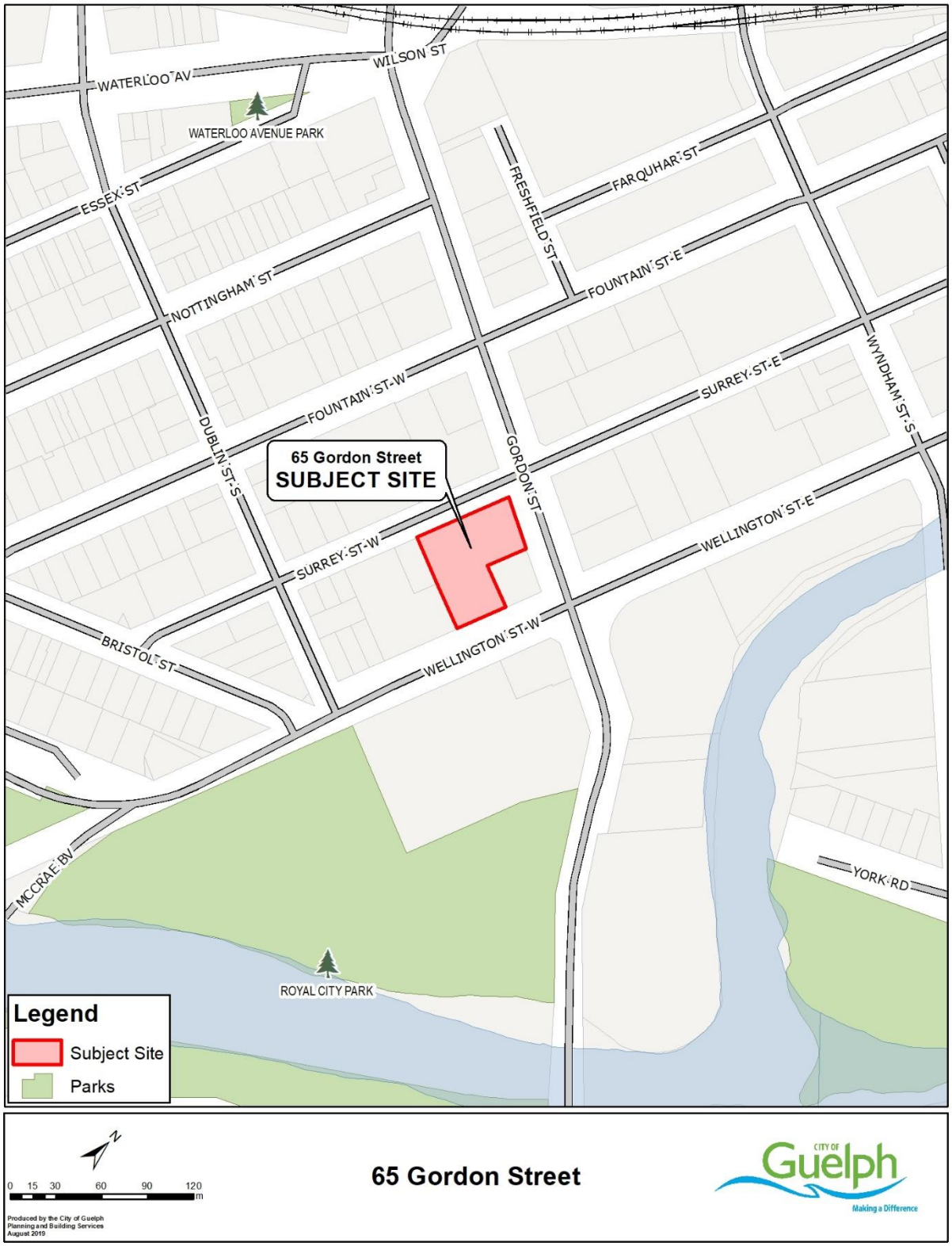
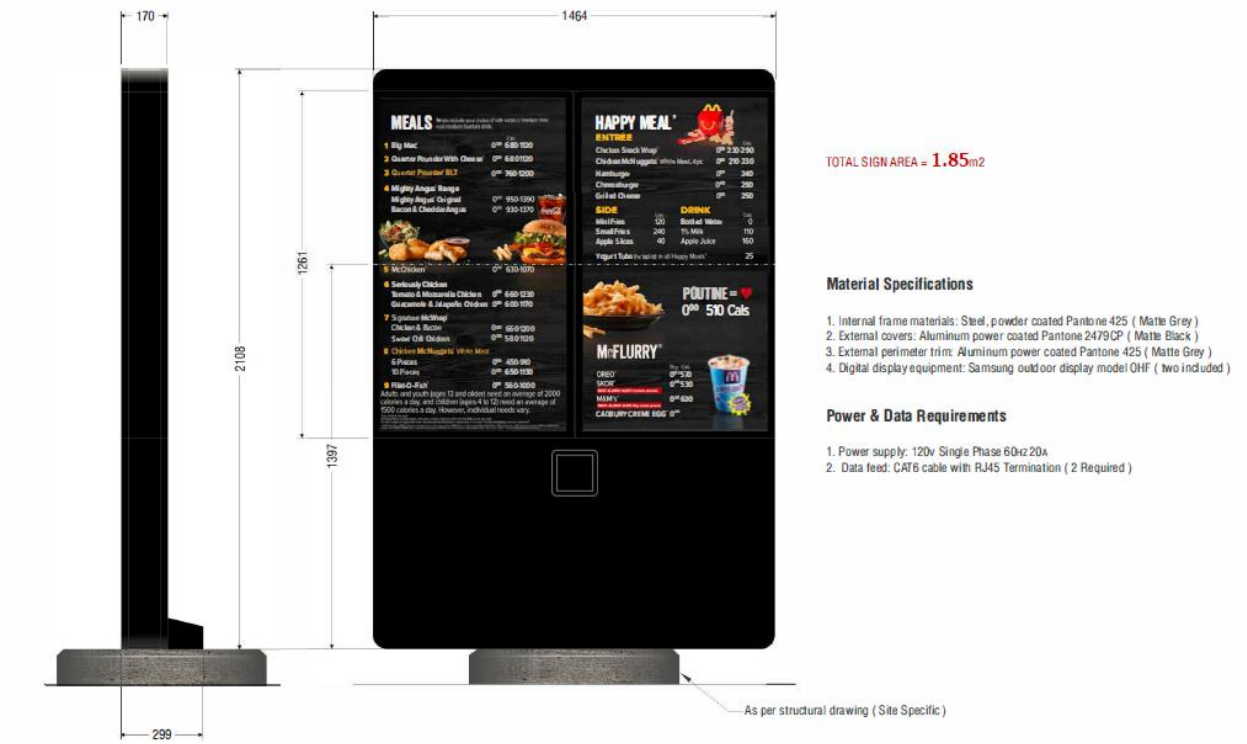
Attachment-1 Location Map



Attachment- 2 Sign Variance Drawings

Sign 1 - electronic pre-sell menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change. (not to scale)

Sign 2 - electronic menu board with a height of 3.4m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change. (not to scale)



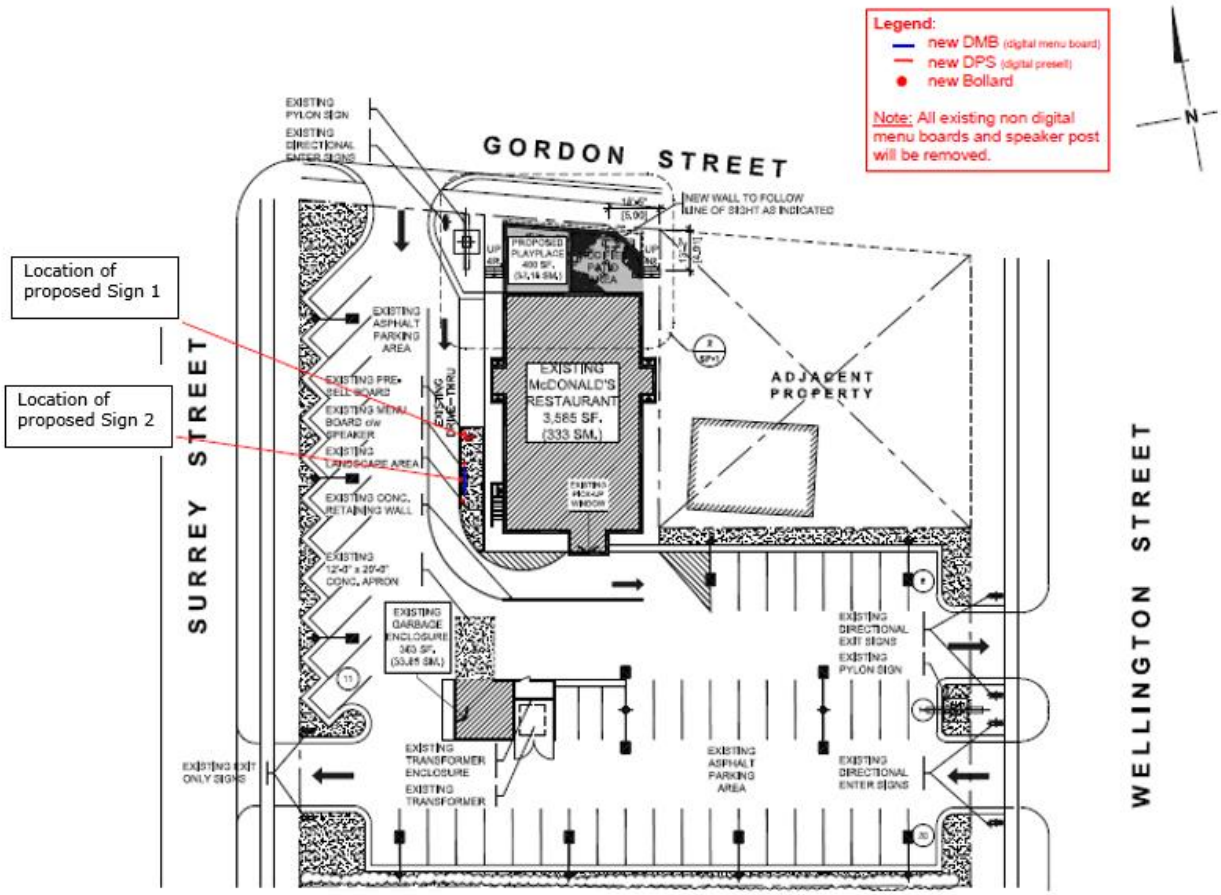
TOTAL SIGN AREA = 1.85m2

Material Specifications

1. Internal frame materials: Steel, powder coated Pantone 425 (Matte Grey)
2. External covers: Aluminum power coated Pantone 2479CP (Matte Black)
3. External perimeter trim: Aluminum power coated Pantone 425 (Matte Grey)
4. Digital display equipment: Samsung outdoor display model OHF (two included)

Power & Data Requirements

1. Power supply: 120v Single Phase 60Hz 20A
2. Data feed: CAT6 cable with RJ45 Termination (2 Required)


Legend:
new DMB (digital menu board)
new DPS (digital preset)
new Bollard
Note: All existing non digital menu boards and speaker post will be removed.
N
Location of proposed Sign 1
Location of proposed Sign 2
GORDON STREET
SURREY STREET
WELLINGTON STREET
EXISTING PYLON SIGN
EXISTING DIRECTIONAL ENTER SIGNS
NEW WALL TO FOLLOW LINE OF SIGHT AS INDICATED
PROPOSED PLAYPLACE
EXISTING ASPHALT PARKING AREA
EXISTING McDONALD'S RESTAURANT 3,585 SF. (333 SM.)
ADJACENT PROPERTY
EXISTING DRIVE-THRU
EXISTING PRE-SELL BOARD
EXISTING MENU BOARD c/w SPEAKER
EXISTING LANDSCAPE AREA
EXISTING CONC. RETAINING WALL
EXISTING CONC. APRON
EXISTING GARBAGE ENCLOSURE
EXISTING DIRECTIONAL EXIT SIGNS
EXISTING PYLON SIGN
EXISTING TRANSFORMER ENCLOSURE
EXISTING TRANSFORMER
EXISTING ASPHALT PARKING AREA
EXISTING DIRECTIONAL ENTER SIGNS
EXISTING EXIT ONLY SIGNS

Attachment- 3 Letter of Rationale from the Applicant

255 PINEBUSH ROAD, CAMBRIDGE ONTARIO CANADA N1T 1B9 PRIDE SIGNS TEL: 519.622.4040 FAX:519.622.4031 WWW.PRIDESIGNS.COM

City of Guelph
Infrastructure, Development and Enterprise Committee

July 25, 2018

Re: McDonald's - 65 Gordon Street – Sign Variance

To whom it may concern,

Please accept the following in addition to the provided drawings in support of the proposed sign variance for the McDonald's site located at 65 Gordon Street. McDonald's is proposing to replace the existing pre-sell sign and drive-through menu board signage with new digital signs which feature electronic changeable copy. This site currently has one pre-sell menu-board and one drive-through menu-board which serve the existing single lane drive through.

The signs are proposed to replace the existing signs, in their current locations by utilizing the existing bases. The proposed pre-sell sign is intended to show current promotional content and specials available at this location and could include static images and text or short promotional videos. The content would change every 8-10 seconds. The menu-board features a dual display and is intended to show the current menu. The menu-board also features some motion, as images of varying products may phase in and out in areas of the screen, along with varying components of the menu. The menu-board sign also features an order confirmation screen will display text confirming the order to the patron as it is entered.

Summary of Variances and Relief Requested

- To permit one (1) electronic changeable copy pre-sell sign with a total display area of 0.92m2 and a total height of 2.14m and one (1) electronic changeable copy drive-through menu-board sign with a total display area of 1.85m2 and a total height of 2.14m whereas electronic changeable copy is not permitted within the City of Guelph Sign By-law.

Site Location:

The subject lands are located adjacent to the northwest corner of Gordon Street and Wellington St. The property is generally surrounded a hotel/lodging use to the south, Surrey St W and a commercial plaza to the west, Gordon St with commercial beyond to the North, and a commercial uses and Wellington St W to the east. The site is an irregular shaped lot and is currently developed with a one storey structure. The development features vehicular access points from Wellington St, Gordon St as well as Surrey St W. The drive-through is accessed via the Gordon St entrance, and runs adjacent to the west side of the restaurant and turns east where the pickup window is located along the building's southern façade.

Site location indicated in red outline.

Rationale:

The City of Guelph's current Sign By-law was adopted in 1996. The sign types and other regulations of the by-law have become antiquated over time, and as a result the City of Guelph is currently in the process of creating a new Sign By-law with the intention of repealing and replacing the existing by-law. Since the adoption of the current by-law, there have been countless advancements in the signage industry, including the use of electronic changeable copy. These modern signs allow for a more compact and streamlined design, are fully controllable relating to the messaging and content, and allow for complete control of the brightness. The City of Guelph has indicated that these sign types will be permitted in some form in the future and will be regulated accordingly through the future by-law. In the interim, the mechanism to permit such a sign is a sign variance approval.

The signage proposed for the McDonald's Drive-Through does not represent a substantial change on-site. The signs are proposed to replace existing signs. The proposed signs are smaller in area than the current signs, with the existing pre-sell sign totaling 1.85m2, and the existing menu-board totaling 6.78m2. The signs are incidental to the operation of the drive-through and are not readily visible or legible from the street. The signs are oriented to address the existing drive-through lane only. The locations are further buffered from the surrounding streets and commercial uses through existing landscaping and site design. Based on the foregoing, the sign will not alter the existing character of the area and is compatible with the existing development.

Examples of proposed signs from a recent Quebec installation. Guelph to be English.

The signage proposed meets the intent of the Official Plan. Section 8.14 regulates signage, and the following relevant policies are met through the proposal:

- 8.1.4.1 – Signs, display areas and lighting should be compatible with in scale and intensity to the proposed activity and tailored to the size, type and character of the development and space to be used.

The proposed signs are integrated within the existing drive-through. They are smaller than the existing signs, and reflect the menu during business hours of this location. The lighting produced by the signs will not produce any impact off-site due to their internal nature and other existing on-site lighting during the business hours of this commercial site, and accordingly they are compatible.

- 8.14.3 – Signage should be incorporated into the building façade

The proposed signage is not a wall sign and therefore can not be directly incorporated into the building façade, however the modern design and materials used in the signage is reflective of the materials, colours and design of the façade on site.

The signage also meets the lighting criteria established in section 8.16.2 of the official plan as the lighting from the proposed signs will be located and oriented to avoid the creation of glare on adjacent properties and public roads.

View of the subject lands looing east from the corner of Gordon St and Surrey St W

Conclusion:

Pride Signs Ltd formally requests your support and approval of this application. The signage program represents a significant investment into the site, and enhances the on-site experience for patrons. The proposal represents a reduction in sign area relative to the existing drive through signs, and the proposed locations are the same as the existing. The proposal will not have a detrimental impact on the surrounding neighbourhood or streetscape due to the internal siting of the signs, site layout and existing landscaping which helps provide a buffer from the adjacent right of ways. The proposal also aligns with Official Plan policies relating to the signage and lighting. We thank the Committee for your consideration of this proposal, and should you have any questions, please contact the undersigned.

Thank you,

Nathan Dart, CPT – Senior Permit Specialist
Pride Signs Ltd
T: 519-622-4040 x213
E: ndart@pridesigns.com

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Sign By-law Variances –** 243 Woodlawn Road West
Report Number	IDE-2019-107

Recommendation

1. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit two (2) electronic pre-sell menu boards with a height of 2.29m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West, be approved. (Sign 1, Sign 2)
2. That the request for variances from Table 2, Row 13 and Section 6 (1) of Sign By-law Number (1996)-15245, as amended, to permit two (2) electronic menu boards with a height of 2.36m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West, be approved. (Sign 3, Sign 4)

Executive Summary

Purpose of Report

To advise Council of sign by-law variance requests for 243 Woodlawn Road West.

Key Findings

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the number of menu boards on a property to one, with a maximum height of 2m above an adjacent roadway. Further, the City of Guelph Sign Bylaw does not permit signs that have action, motion, animation, or colour change.

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of McDonalds Restaurants to permit:

- two (2) electronic pre-sell menu boards with a height of 2.29m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change; and
- two (2) electronic menu boards with a height of 2.36m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West.

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The proposed signs are replacing four larger existing signs;

- The number of signs is reasonable given that they are to accommodate two drive-through lanes;
- The proposed menu boards will be utilized for the operation of the drive through lanes only;
- The proposed menu boards will each contain an ambient light sensor that will automatically dim the display as lighting levels change throughout the day;
- Given that the proposed signs will meet the minimum 9m setback and the layout of the property and that they will not face residential uses, the proposed menu boards should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Report

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts the number of menu boards on a property to one, with a maximum height of 2m above an adjacent roadway. Further, the City of Guelph Sign Bylaw does not permit signs that have action, motion, animation, or colour change.

Pride Signs Ltd. has submitted a sign by-law variance application on behalf of McDonalds Restaurants to permit:

- two (2) electronic pre-sell menu boards with a height of 2.29m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change; and
- two (2) electronic menu boards with a height of 2.36m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change on the property of 243 Woodlawn Road West.

Please see "Attachment 2 – Sign Variance Drawings"

Pride Signs Ltd. has indicated that the new menu boards will feature dual displays that are intended to show the current menu, as well as motion and images of available products (See Attachment 3 - Letter from Applicant).

The requested variances are as follows:

Table 1

	By-law Requirements	**Request**
Number of menu boards permitted	1	4
Maximum height permitted above an adjacent roadway Sign 1 & 2	2m	2.29m
Maximum height permitted above an adjacent roadway Sign 3 & 4	2m	2.36m
Action, motion, animation, or colour change	Not permitted	Permit

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The proposed signs are replacing four larger existing signs;
- The number of signs is reasonable given that they are to accommodate two drive-through lanes;
- The proposed menu boards will be utilized for the operation of the drive through lanes only;
- The proposed menu boards will each contain an ambient light sensor that will automatically dim the display as lighting levels change throughout the day;
- Given that the proposed signs will meet the minimum 9m setback and the layout of the property and that they will not face residential uses, the proposed menu boards should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Consultations

Not applicable

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Attachment- 3 Letter of Rationale from the Applicant

Departmental Approval

Not applicable

Report Author

Bill Bond
Zoning Inspector III/Senior By-law Administrator

Approved By
Patrick Sheehy
Program Manager – Zoning

Approved By
Jeremy Laur
Chief Building Official

Approved By

Todd Salter, MCIP, RPP
General Manager, Planning and Building Services
Infrastructure, Development and Enterprise Services
519-837-5615, ext. 2395
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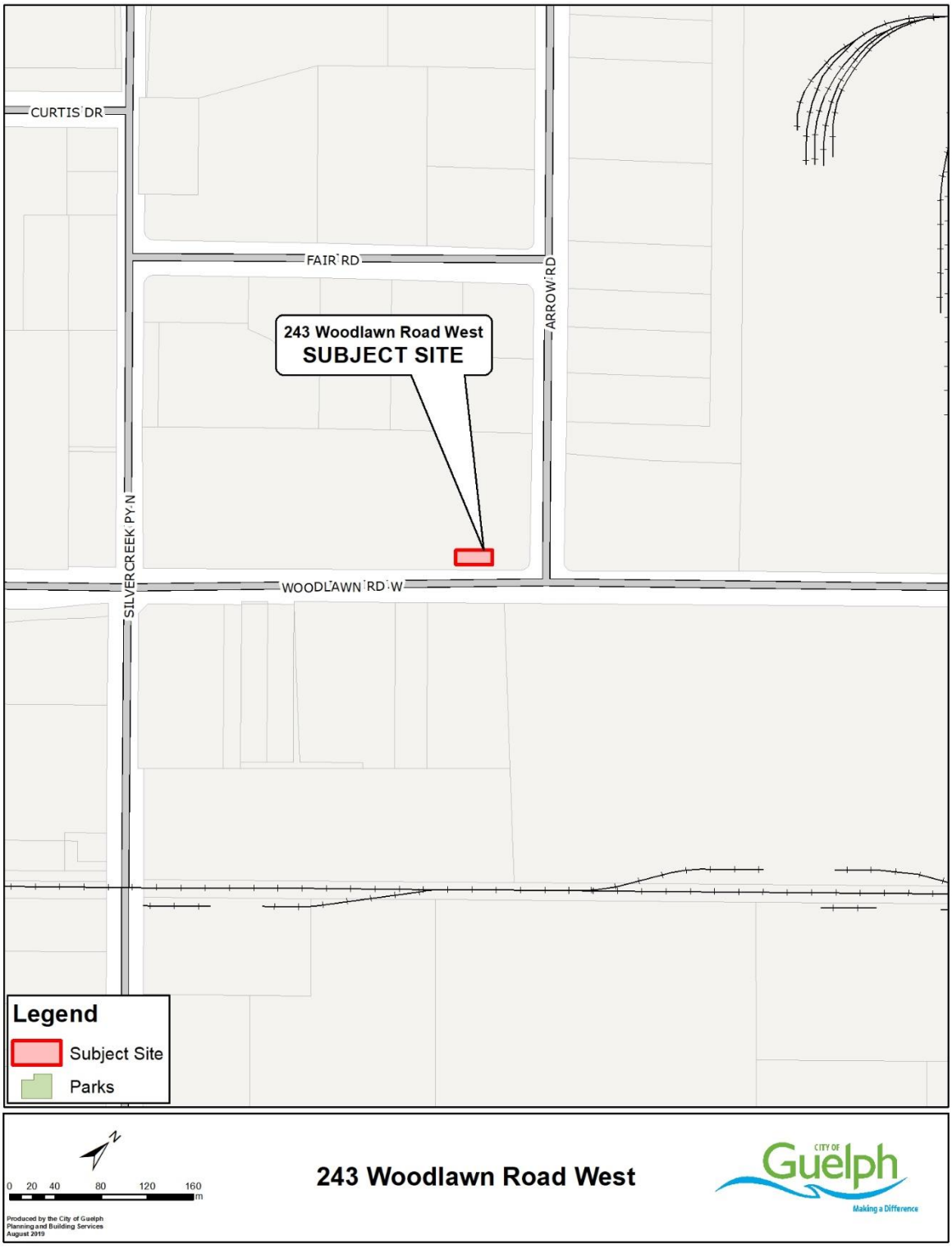
Recommended By

Kealy Dedman, P. Eng., MPA
Deputy Chief Administrative Officer
Infrastructure, Development and Enterprise Services
519-822-1260 extension 2248
kealy.dedman@guelph.ca

Attachment-1 Location Map



Attachment- 2 Sign Variance Drawings

Sign 1, Sign 2 - electronic pre-sell menu boards with a height of 2.29m above the adjacent roadway, with a sign face area of 0.92m^2 that has action, motion, animation and colour change. (not to scale)

Sign 3, Sign 4 - electronic menu boards with a height of 2.36m above the adjacent roadway, with a sign face area of 1.85m^2 that has action, motion, animation and colour change. (not to scale)

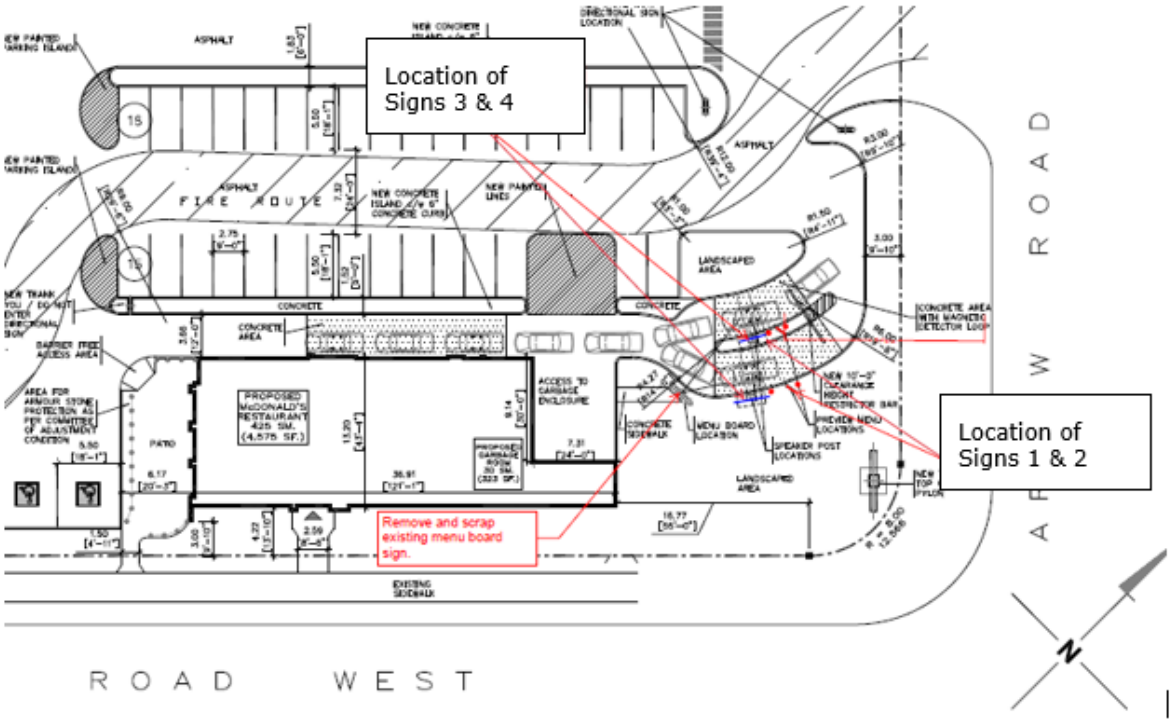
TOTAL SIGN AREA = 1.85m2

Material Specifications

1. Internal frame materials: Steel, powder coated Pantone 425 (Matte Grey)
2. External covers: Aluminum power coated Pantone 2479CP (Matte Black)
3. External perimeter trim: Aluminum power coated Pantone 425 (Matte Grey)
4. Digital display equipment: Samsung outdoor display model OHF (two included)

Power & Data Requirements

1. Power supply: 120v Single Phase 60Hz 20A
2. Data feed: CAT6 cable with RJ45 Termination (2 Required)


Location of Signs 3 & 4
Location of Signs 1 & 2
Remove and scrap existing menu board sign.
ROAD WEST
ROAD
N

Attachment- 3 Letter of Rationale from the Applicant

255 PINEBUSH ROAD, CAMBRIDGE ONTARIO CANADA N1T 1B9 PRIDE SIGNS TEL: 519.622.4040 FAX:519.622.4031 WWW.PRIDESIGNS.COM

City of Guelph
Infrastructure, Development and Enterprise Committee

June 11, 2019

Re: McDonald's – 243 Woodlawn Rd – Sign Variance

To whom it may concern,

Please accept the following in addition to the provided drawings in support of the proposed sign variance for the McDonald's site located at 243 Woodlawn Rd. McDonald's is proposing to replace the existing pre-sell sign and drive-through menu board signage with new digital signs which feature electronic changeable copy. This site currently has two pre-sell signs and one drive-through menu board which serve the existing double lane drive through. Two pre-sell signs and two menu board signs are proposed.

The signs are proposed to replace the existing signs and speaker posts. The proposed pre-sell signs are intended to show current promotional content and specials available at this location. The menu board features a dual display and is intended to show the current menu offerings. The content would change every 6-10 seconds for both sign types. The menu-board also features some motion, as images of varying products may phase in and out in areas of the screen, along with varying components of the menu. The menu-board sign also features an order confirmation screen will display text confirming the order to the patron as it is entered.

Summary of Variances and Relief Requested

- To permit two (2) electronic changeable copy pre-sell sign with a total display area of 0.92m2 and a total height of 2.14m and two (2) electronic changeable copy drive-through menu-board sign with a total display area of 1.85m2 and a total height of 2.21m whereas electronic changeable copy is not permitted within the City of Guelph Sign By-law.

Site Location:

The subject lands are located adjacent to the southwest corner of Arrow Rd and Hwy 6. The property is generally surrounded by commercial uses in all directions with industrial beyond. The site is currently developed with a large multi-tenant strip mall which features two standalone restaurants located at the northern and southern extents of the property. The McDonald's restaurant is in the northeast corner of the site with the drive-through being accessed adjacent to northern façade of the building.

Site location indicated in red outline. Yellow star denotes McDonald's location.

Rationale:

The City of Guelph's current Sign By-law was adopted in 1996. The sign types and other regulations of the by-law have become antiquated over time, and as a result the City of Guelph is currently in the process of creating a new Sign By-law with the intention of repealing and replacing the existing by-law. Since the adoption of the current by-law, there have been countless advancements in the signage industry, including the use of electronic changeable copy. These modern signs allow for a more compact and streamlined design, are fully controllable relating to the messaging and content, and allow for complete control of the brightness. Until such time as these sign types are captured within the regulatory framework of a new by-law, the mechanism to permit the proposal is a sign variance approval.

The signage proposed for the McDonald's drive-through does not represent a substantial change on-site. The signs are proposed to replace existing signs and speaker posts. The proposed signs are smaller in area than the current signs. The existing pre-sell signs total 1.85m^2 per sign, and the existing menu-board totals 8.55m^2. Despite one additional sign being proposed over current conditions, the proposal reduces the amount of sign area on-site by 6.71m^2. The dual-lane drive-through is an existing condition, and the replacement of the signs and removal of speaker posts does not intensify the use or create an undue proliferation of signage. Through a reduction in sign area on site and enhancing the functionality of the drive-through with modern technology, the site receives a net-benefit through the proposal.

The signs are incidental to the operation of the drive-through and are not readily visible or legible from the street. The signs are oriented to address the existing drive-through lane only and are located at the rear of the building. The locations are further buffered from the surrounding streets and commercial uses through extensive street front landscaping and site design. The signage is not visible from Hwy 6 and is setback substantially from the right of way at approximate distances of 10m from the nearest property line and 17m from the edge of the nearest travelled roadway. Based on the foregoing, the sign will not alter the existing character of the area and is compatible with the surrounding land uses.

View of the existing site from the corner of Hwy 6 and Arrow Rd. The signs are not visible and the screens are oriented internal to the site to further mitigate undesirable impacts.

Official Plan:

The signage proposed meets the intent of the Official Plan. Section 8.14 regulates signage, and the following relevant policies are met through the proposal:

- 8.14.1 – Signs, display areas and lighting should be compatible with scale and intensity to the proposed activity and tailored to the size, type and character of the development and space to be used.

The proposed signs are integrated within the existing drive-through. They are smaller than the existing signs, and reflect the menu during business hours of this location. The lighting produced by the signs will not produce any impact off-site due to their internal nature and other existing on-site lighting during the business hours of this commercial site.

- 8.14.3 – Signage should be incorporated into the building façade

The proposed signage is not a wall sign and therefore cannot be directly incorporated into the building façade, however the modern design and materials used in the signage is reflective of the materials, colours and design of the façade on site.

The signage also meets the lighting criteria established in section 8.16.2 of the official plan as the lighting from the proposed signs will be located and oriented to avoid the creation of glare on adjacent properties and public roads. The signs feature built in ambient light sensors and automatically dim based on the corresponding lightning levels. Considering the foregoing, the signs are compatible in scale and intensity.

Installed signs at the Stone Rd W location.

Conclusion:

The City of Guelph has previously approved a sign variance for electronic menu board signs at the Stone Road W McDonald's location. The signs have been installed since late 2018, and have not proven to create compatibility issues. By permitting the variances as proposed, McDonald's could achieve continuity from an urban design perspective across their sites in Guelph and the rest of Canada. The signage provides better functionality than the existing signs do, and enhance the aesthetics of the site.

Pride Signs Ltd formally requests your support and approval of this application. The signage program represents a significant investment into the site and enhances the on-site experience for patrons. The proposal represents a reduction in sign area relative to the existing drive through signs, and the proposed locations are the same as the existing. The proposal will not have a detrimental impact on the

surrounding neighbourhood or streetscape due to the internal siting of the signs, site layout and existing landscaping which helps provide a buffer from the adjacent right of ways. The proposal also aligns with Official Plan policies relating to the signage and lighting. We thank the Committee for your consideration of this proposal, and should you have any questions, please contact the undersigned.

Thank you,

Nathan Dart, CPT – Senior Permit Specialist
Pride Signs Ltd
T: 519-622-4040 x213
E: ndart@pridesigns.com

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Sign By-law Variances –**395 Southgate Drive
Report Number	IDE-2019-108

Recommendation

1. That the request for variances from Table 1, Row 1 of Sign By-law Number (1996)-15245, as amended, to permit one (1) illuminated building sign with a sign face area of 10.18m^2 facing a public road allowance to be located on the second storey of the building at the property of 395 Southgate Drive, be approved.

Executive Summary

Purpose of Report

To advise Council of a sign by-law variance request for 395 Southgate Drive.

Key Findings

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage facing a public road allowance to the first storey of a building in an Industrial Zone.

Lovett Signs has submitted a sign by-law variance application on behalf of Alectra to permit:

- one (1) illuminated building sign with a sign face area of 10.18m^2 facing a public road allowance to be located on the second storey of the building at the property of 395 Southgate Drive

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The location is reasonable given the size and setback of the building;
- Placement of the sign on the second storey of the building will increase the identification and visibility of the company from the Hanlon Parkway; and
- The proposed sign should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Report

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts signage facing a public road allowance to the first storey of a building in an Industrial Zone.

Lovett Signs has submitted a sign by-law variance application on behalf of Alectra to permit:

- one (1) illuminated building sign with a sign face area of 10.18m^2 facing a public road allowance to be located on the second storey of the building at the property of 395 Southgate Drive

The requested variances are as follows:

	By-law Requirements	Request
Permitted Location on a Building or Structure	1st storey of a building face fronting a road allowance	2nd storey of a building face fronting a road allowance

The requested variances from the Sign By-law are recommended for approval for the following reasons:

- The location is reasonable given the size and setback of the building;
- Placement of the sign on the second storey of the building will increase the identification and visibility of the company from the Hanlon Parkway; and
- The proposed sign should not have a negative impact on the surrounding area.

Please see "Attachment 2 – Sign Variance Drawings"

Financial Implications

Not applicable.

Consultations

Not applicable

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Departmental Approval

Not applicable

Report Author

Bill Bond
Zoning Inspector III/Senior By-law Administrator

Approved By
Patrick Sheehy
Program Manager – Zoning

Approved By
Jeremy Laur
Chief Building Official

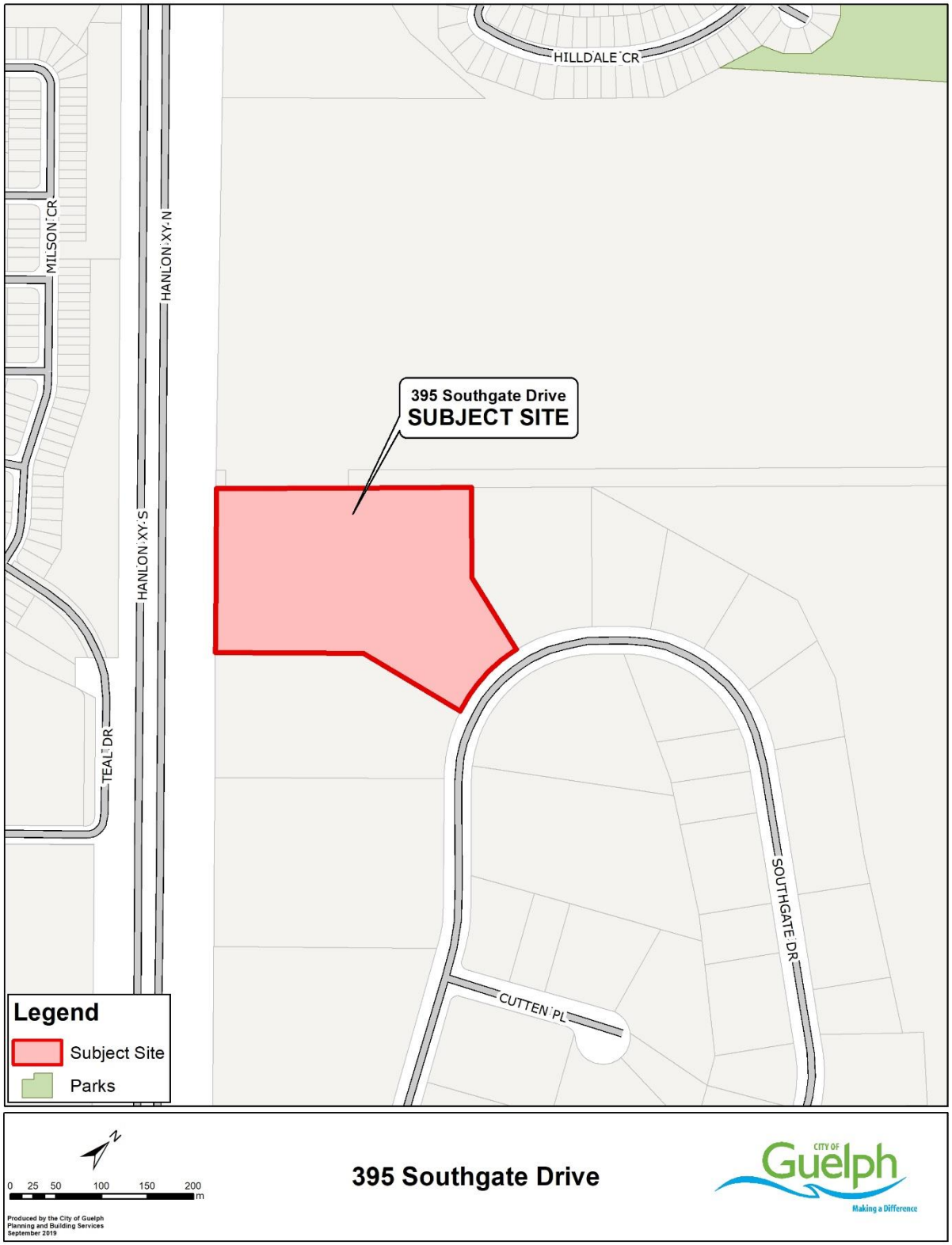
Approved By

Todd Salter, MCIP, RPP
General Manager, Planning and Building Services
Infrastructure, Development and Enterprise Services
519-837-5615, ext. 2395
todd.salter@guelph.ca

Recommended By

Kealy Dedman, P. Eng., MPA
Deputy Chief Administrative Officer
Infrastructure, Development and Enterprise Services
519-822-1260 extension 2248
kealy.dedman@guelph.ca

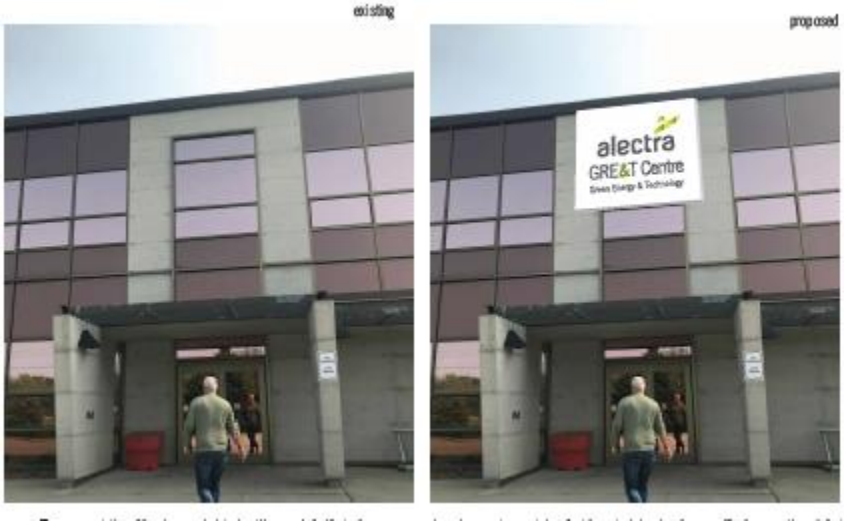
Attachment-1 Location Map

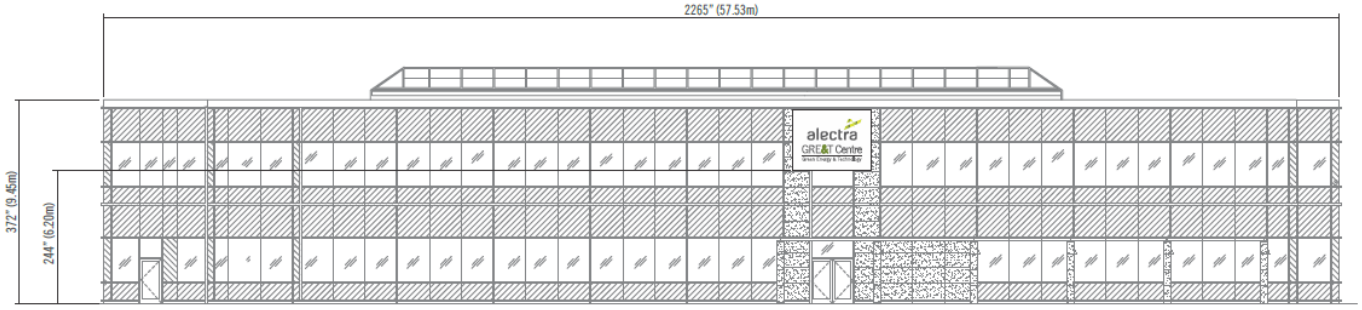


Attachment- 2 Sign Variance Drawings (provided by the Applicant)

Sign - one (1) illuminated building sign with a sign face area of 10.18m^2

Signage Sq Footage: 109.62 sq ft / 10.18 sq m
Building Elevation Sq Footage: 5851.25 sq ft / 543.60 sq m
Signage % to Elevation: 1.87%
Weight: 150 lbs.





Proposed location identified as 1 (below).

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Sign By-law Variances –**32 Clair Road East
Report Number	IDE-2019-109

Recommendation

1. That the request for variance from Table 2, Row 2 of Sign By-law Number (1996)-15245, as amended, to permit one (1) non-illuminated freestanding sign to be located 52 meters from another freestanding sign at the property of 32 Clair Road East, be approved.

Executive Summary

Purpose of Report

To advise Council of sign by-law variance requests for 32 Clair Road East.

Key Findings

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts freestanding signs on the same property to a minimum separation distance of 120m within a Commercial Zone.

Permit World Inc. has submitted a sign by-law variance application on behalf of Choice Properties for the Mobil One location to permit:

- one (1) non-illuminated freestanding to be located 52 meters from another freestanding sign at the property of 32 Clair Road East

The requested variance from the Sign By-law are recommended for approval for the following reasons:

- The minimum separation distance cannot be met due to the size of the property;
- The proposed sign will set back from the street and located near the rear of the property; and
- The proposed sign should not have a negative impact on the surrounding area.

Financial Implications

Not applicable.

Report

The City of Guelph Sign By-law Number (1996)-15245, as amended, restricts freestanding signs on the same property to a minimum separation distance of 120m within a Commercial Zone.

Permit World Inc. has submitted a sign by-law variance application on behalf of Choice Properties for the Mobil One location to permit:

- one (1) non-illuminated freestanding to be located 52 meters from another freestanding sign at the property of 32 Clair Road East

The requested variances are as follows:

	By-law Requirements	Request
Minimum separation distance required between freestanding signs on the same property	120m	52m

The requested variance from the Sign By-law are recommended for approval for the following reasons:

- The minimum separation distance cannot be met due to the size of the property;
- The proposed sign will set back from the street and located near the rear of the property; and
- The proposed sign should not have a negative impact on the surrounding area.

Please see "Attachment 2 – Sign Variance Drawings"

Financial Implications

Not applicable.

Consultations

Not applicable

Attachments

Attachment-1 Location Map

Attachment-2 Sign Variance Drawings

Departmental Approval

Not applicable.

Report Author

Bill Bond
Zoning Inspector III/Senior By-law Administrator

Approved By
Patrick Sheehy
Program Manager – Zoning

Approved By
Jeremy Laur
Chief Building Official

Approved By

Todd Salter, MCIP, RPP
General Manager, Planning and Building Services
Infrastructure, Development and Enterprise Services
519-837-5615, ext. 2395
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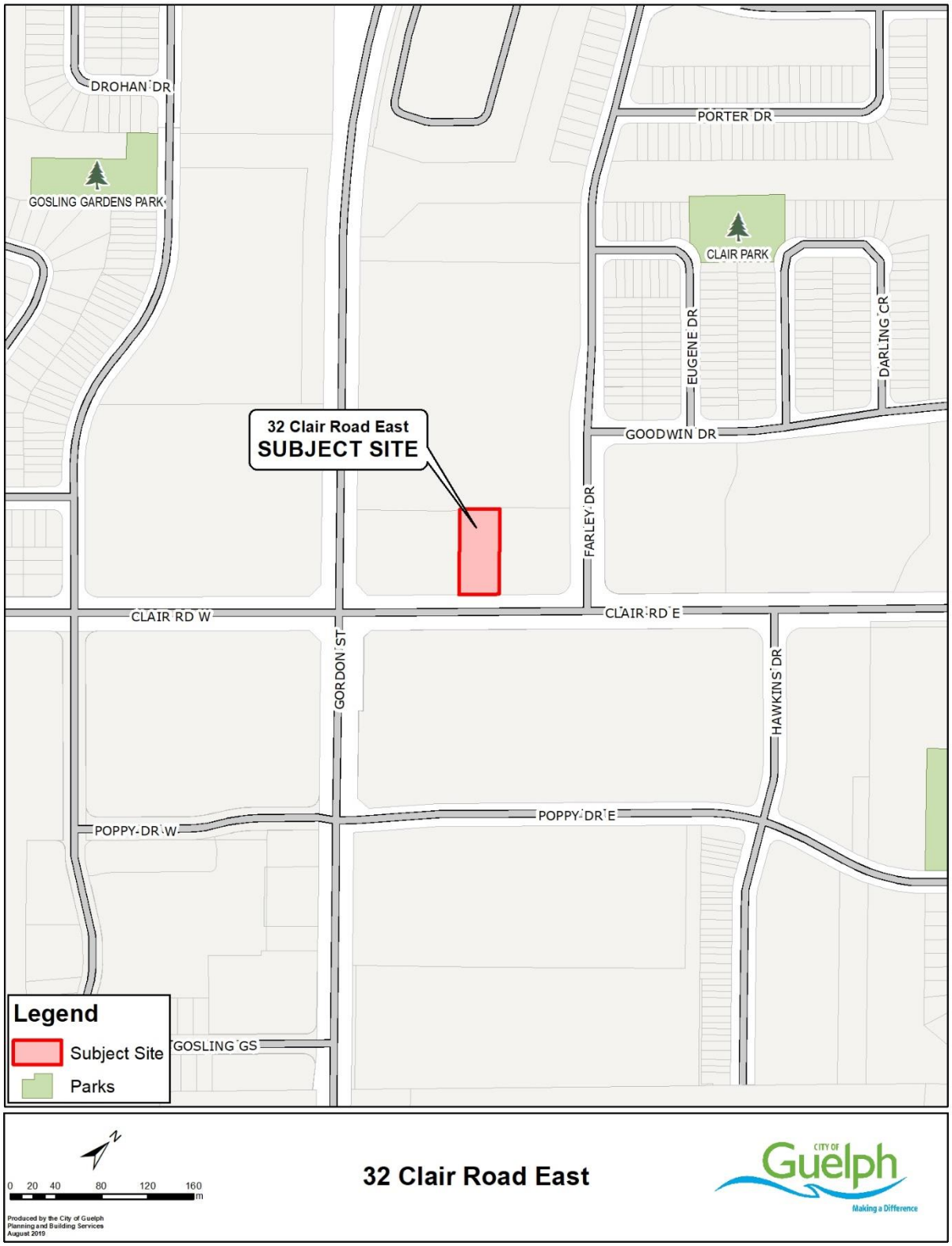
Recommended By

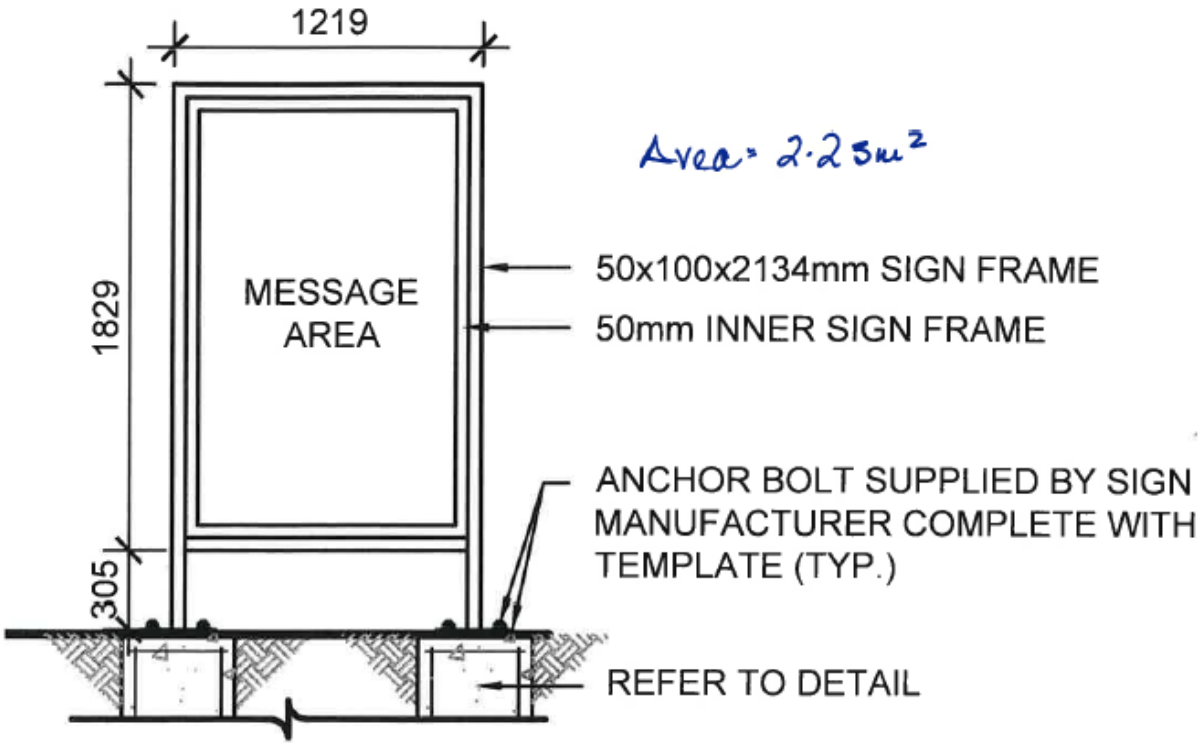
Kealy Dedman, P. Eng., MPA
Deputy Chief Administrative Officer
Infrastructure, Development and Enterprise Services
519-822-1260 extension 2248
kealy.dedman@guelph.ca

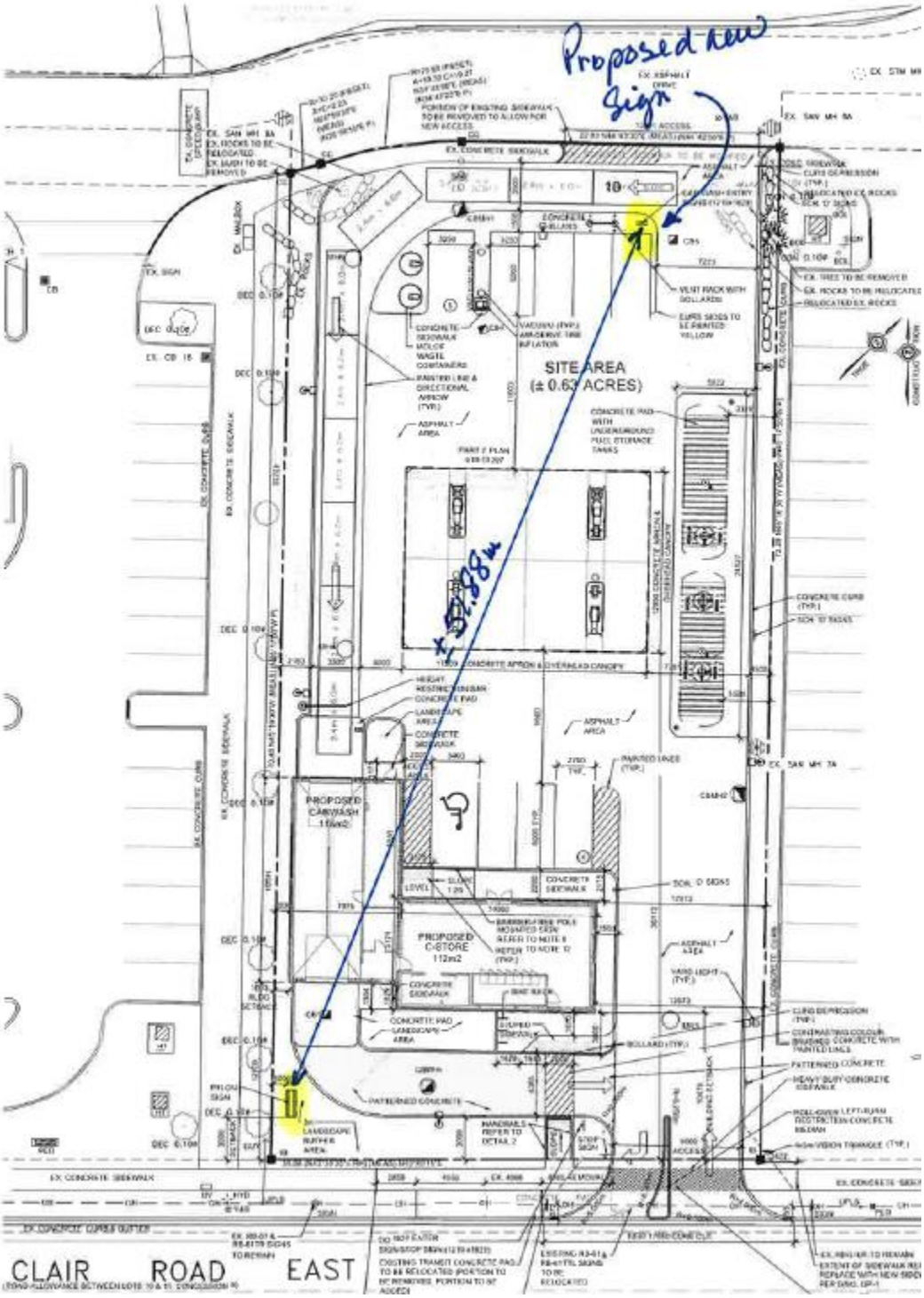
Attachment-1 Location Map



Attachment- 2 Sign Variance Drawings (provided by the Applicant)

Sign - one (1) non-illuminated freestanding sign (unless otherwise specified, measurements provided by the Applicant are in millimeters)




Proposed new Sign
SITE AREA
(± 0.63 ACRES)
± 39.38m
PROPOSED CARWASH 116m2
PROPOSED C-STORE 112m2
CLAIR ROAD EAST

Growth Plan Conformity

Project Initiation

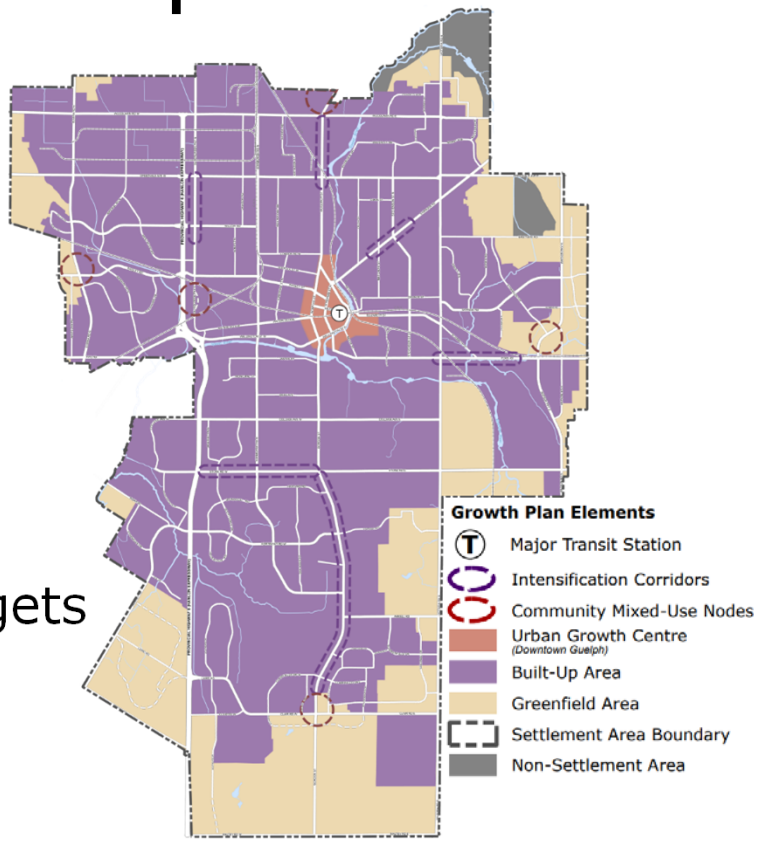
October 7, 2019 – Committee of the Whole

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan 2019)

- Released May 16th, 2019
- All planning decisions made after that date must conform
- Addresses potential barriers to increasing supply of housing, creating jobs, and attracting investment
- Undertake a municipal comprehensive review of our Official Plan policies
- Legislated to plan for forecasted growth
- Must achieve conformity by July 1st, 2022

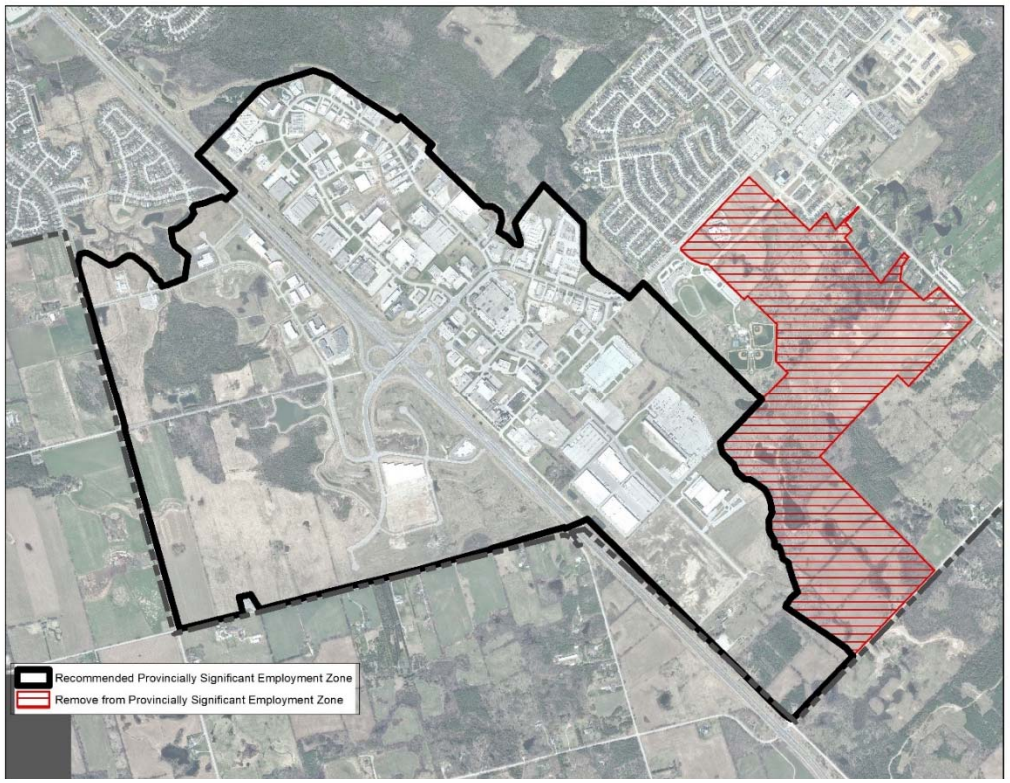
The Growth Plan also requires:

- Updated urban structure
- Integration between land use planning with infrastructure planning and investment
- Delineate Strategic Growth Areas
- Establish residential intensification and greenfield density targets
- Establish employment area density targets
- Assess the City's land needs
- Assess the need for employment area conversions



Current Urban Structure
(Growth Plan Elements,
Schedule 1B of the City's Official Plan)

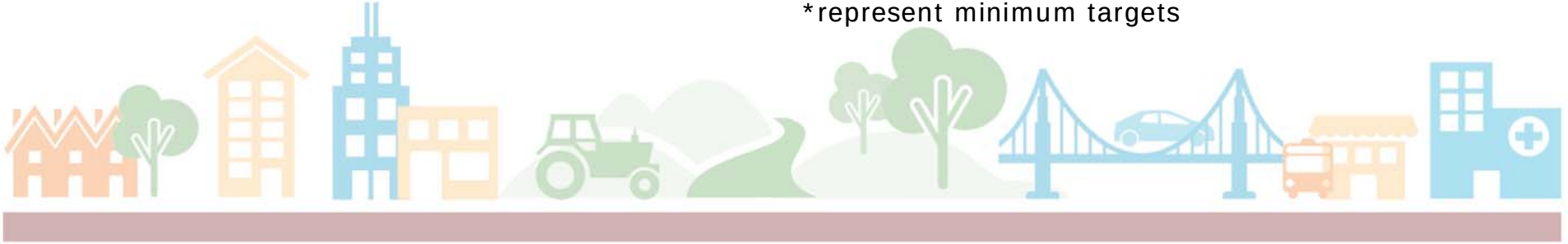
Provincially Significant Employment Zone



Growth Forecasts and Targets

Forecast and Targets	Current Official Plan (to 2031)	Growth Plan 2019 (to 2041)
Population forecast	**175,000** residents	**177,000** residents (to 2031) **184,000** residents (to 2036) **191,000** residents (to 2041)
Employment forecast	**91,000** jobs	**94,000** jobs (to 2031) **97,000** jobs (to 2036) **101,000** jobs (to 2041)
Residential intensification target	**40%***	**50%***
Designated Greenfield Area density target	**50*** residents and jobs combined per hectare	**50*** residents and jobs combined per hectare
Urban Growth Centre (Downtown) density target	**150*** residents and jobs combined per hectare (to 2031)	**150*** residents and jobs combined per hectare (to 2031)

*represent minimum targets



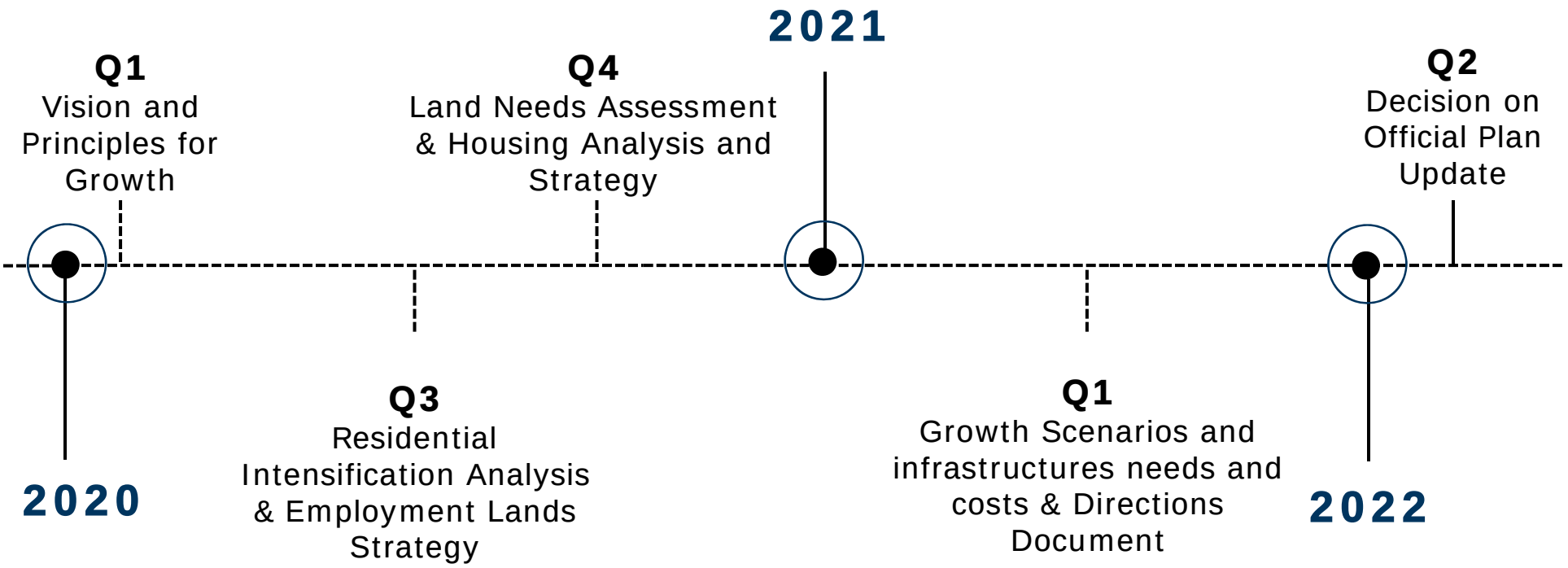
Work Plan – In Scope

- Updating the City's vision and principles for growth
- Residential intensification analysis
- Employment lands strategy
- Land needs assessment
- Housing analysis and strategy
- Growth scenario planning and associated infrastructure needs and costs
- Determine the capital infrastructure needs and costs
- Directions for an updated Official Plan

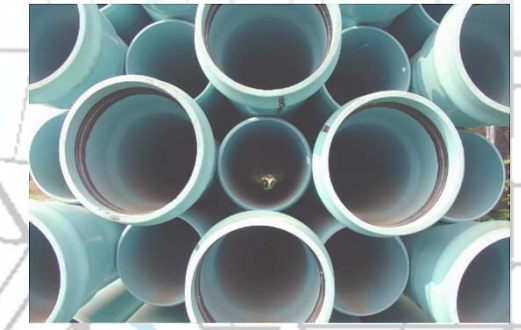
Work Plan – Out of Scope

- Review of Official Plan policies not related to Growth Plan conformity
- Site specific requests to amend land use designations
- Matters more appropriately considered through zoning
- Exploring alternative population and employment forecasts for 2031, 2036 and 2041
- The fiscal impact of varying rates/pace of growth
- The fiscal implications of growth resulting from legislated changes through Bill 108, and other Provincial funding changes

Timeline


Q1
Vision and Principles for Growth
2020
Q3
Residential Intensification Analysis & Employment Lands Strategy
Q4
Land Needs Assessment & Housing Analysis and Strategy
2021
Q1
Growth Scenarios and infrastructures needs and costs & Directions Document
Q2
Decision on Official Plan Update
2022

Co-ordinated Effort



Consider recommendations from infrastructure and other land use studies, including:

- Clair-Maltby Secondary Plan
- York/Elizabeth Area Land Use Study
- Water Supply Master Plan
- Transportation Master Plan
- Stormwater Management Master Plan
- Water and Wastewater Servicing Master Plan
- Wastewater Treatment and Biosolids Master Plan

What's Next?

- Community and stakeholder engagement to review and update the guiding principles and vision for growth

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Planning Our Future: Growth Plan Conformity Project Initiation**
Report Number	IDE-2019-91

Recommendation

That the Planning Our Future: Growth Plan conformity project charter attached to Infrastructure, Development and Enterprise Services Report (IDE-2019-91), dated Monday, October 7, 2019 be approved.

Executive Summary

Purpose of Report

This report provides Council with an overview of A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019. This report also provides Council with information about the City's Growth Plan conformity project, and seeks Council endorsement of the project charter to formally initiate the project.

Key Findings

In May 2019 the Province released A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (the Growth Plan). The City is required to bring its Official Plan into conformity with the Growth Plan by July 1, 2022 through a municipal comprehensive review (MCR) - a city initiated comprehensive look at its Official Plan.

To bring Guelph's Official Plan into conformity with the Growth Plan, it is necessary to determine where and how Guelph will grow to accommodate the Growth Plan's legislated population and employment forecasts and plan to achieve the greenfield density target and intensification target. Through a series of background studies and related infrastructure master plans, the MCR will deliver an updated growth management strategy to 2041, providing growth related directions that will inform policies for an updated Official Plan for Guelph.

These studies/considerations include:

- Review the City's vision/principles for growth;
- A Residential Intensification Analysis;
- A Land Needs Assessment utilizing provincial methodologies;
- An Employment Lands Strategy;
- Growth scenario planning and associated infrastructure needs and costs, and;
- A Housing Analysis and Strategy.

The MCR will be completed between 2019 and 2021.

The MCR is closely related to many ongoing infrastructure master plans, the Transportation Master Plan, and the Official Plan update. Coordination amongst these projects is key and will be managed through an internal program steering committee.

Once the project charter is approved by Council, staff will reach out to the community, stakeholders, and members of Council to start the conversation about the City's vision and principles for growth to 2041.

Financial Implications

The MCR is funded through approved capital budgets with anticipated costs associated with consultant services and community engagement.

Report

Background

In May 2019 the Province released A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (the Growth Plan). The City is required to bring its Official Plan into conformity with the Growth Plan by July 1, 2022 through a municipal comprehensive review (MCR) - a city initiated comprehensive look at its Official Plan to comply with the 2019 Growth Plan. The City's Official Plan was last comprehensively updated through Official Plan amendments 39, 42, and 48. Official Plan amendment 39 was the City's previous Growth Plan conformity project. This amendment was approved by the Province in 2009.

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019)

A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (the Growth Plan) was released on May 2, 2019 and came into effect on May 16, 2019. The City provided comments to the Province on the proposed Growth Plan and informed Council of the key differences between the proposed Growth Plan and its predecessor (IDE report#19-25). All land use planning decisions made after May 16, 2019 must conform with the new Growth Plan.

The 2019 Growth Plan seeks to address implementation challenges and to provide greater flexibility for local governments to make decisions about how they grow. The Growth Plan address potential barriers to increasing the supply of housing, creating jobs and attracting investment by streamlining growth management planning.

Currently, Guelph's Official Plan plans for growth to 2031, with a population of 175,000 and employment base of 92,000 jobs. Key considerations for Guelph under the 2019 Growth Plan will be to update our Official Plan to:

- Accommodate a population of 191,000 by 2041
- Accommodate an employment base of 101,000 jobs by 2041
- Plan for a minimum residential intensification target of 50% within our built up area
- Plan for a minimum greenfield area density target of 50 persons and jobs per hectare, and

- Plan for a minimum Downtown (Urban Growth Centre) density of 150 persons and jobs per hectare to 2031

The population and employment growth forecasts contained in the Growth Plan are fixed and municipalities in the Greater Golden Horseshoe are legislated to plan to accommodate this forecast.

A direct comparison between Guelph's current Official Plan forecasts and targets to those contained in the Growth Plan that the City is legislated to plan for through the City's MCR are detailed below in Table 1.

Table 1. Official Plan forecasts and targets compared to the Growth Plan 2019

Forecast and Targets	**Current Official Plan (to 2031)[1]**	**Growth Plan 2019 (to 2041)**
Population Forecast	175,000 residents (to 2031)	177,000 residents (to 2031) 184,000 residents (to 2036) 191,000 residents (to 2041)
Employment Forecast	92,000 jobs (to 2031)	94,000 jobs (to 2031) 97,000 jobs (to 2036) 101,000 jobs (to 2041)
Residential Intensification Target	minimum of 40%	minimum of 50%
Designated Greenfield Area density target	minimum of 50 residents and jobs combined per hectare	minimum of 50 residents and jobs combined per hectare
Urban Growth Centre (Downtown) density target	minimum of 150 residents and jobs combined per hectare (to 2031)	minimum of 150 residents and jobs combined per hectare (to 2031)

The City's current Official Plan contains a growth management strategy (GMS) that conforms with the 2006 Growth Plan to manage the City's growth to 2031. Updates to the GMS are now needed to conform with the new Growth Plan. Specifically, the growth related policies of the City's Official Plan will be reviewed comprehensively through a series of background planning studies that will update the existing GMS to manage the City's growth in a manner that is supportive of the policies and objectives of the new Growth Plan. The updated GMS will extend the growth planning horizon beyond 2031 to manage Guelph's population and employment forecasts, provide a greenfield density target and an intensification target to 2041. The updates to the GMS will determine how and where we grow.

[1] Population and employment forecasts and growth targets in the current Official Plan conform with the 2006 Growth Plan, implemented through Official Plan Amendment 39.

The new Growth Plan requires the following:

- Establishing an updated urban structure
- Integrating land use planning with infrastructure planning and investment
- Delineating Strategic Growth Areas
- Establishing residential intensification and density targets
- Establishing employment area density targets
- Assessing the City's land needs, and
- Assessing the need for employment area conversions

The new Growth Plan also introduced a new policy framework that provides greater long-term protection for key employment areas that are provincially significant. These Provincially Significant Employment Zones (PSEZ) are distributed throughout municipalities in the Greater Golden Horseshoe, contributing to the region's economic land base. The Province designated a PSEZ in Guelph that comprises lands in the south-westerly area of Guelph designated as Industrial and Corporate Business Park. These lands include the Hanlon Business Park, the Hanlon Creek Business Park, the Southgate Business Park, and the Industrial and Corporate Business Park designated lands within the Clair-Maltby Secondary Plan (CMSP). Staff provided comments during the Provincial consultation period earlier this year, noting that the employment lands within the CMSP and the southerly portions of the Southgate Business Park identified as part of Guelph's PSEZ do not appear to meet the intent of the PSEZ policy framework. Developing these lands for employment uses would present a number of market and land-use planning challenges. While the Growth Plan continues to include these lands as part of a PSEZ, staff continue to work with the Province to have these employment lands removed from Guelph's PSEZ. Further discussions with Provincial staff will be occurring this fall.

Project Charter

A project charter has been prepared (Attachment 1) to guide the MCR. The project charter outlines the purpose, scope, timeline, deliverables, assumptions, project governance structure, and includes a risk assessment.

Project Scope

To bring Guelph's Official Plan into conformity with the Growth Plan, it is necessary to determine where and how Guelph will grow to accommodate the Growth Plan's legislated population and employment forecasts, a greenfield density target, and an intensification target to 2041. Through a series of background studies and related infrastructure master plans, the MCR will deliver growth related directions to inform policies for the update to the Official Plan for Guelph. A project charter for the Official Plan update will be brought to Council in early 2020. Below is a summary of what is in the scope of the MCR and what is not.

In Scope

The MCR includes several studies/considerations that will assess where, how, and when Guelph should grow to 2041. These studies/considerations include:

Vision and principles for growth – Guelph's current Official Plan provides the vision and principles for growth to 2031, which was set through the City's existing local growth management strategy to conform with the 2006 Growth Plan. The MCR will revisit the City's current vision and principles for growth to 2031 to confirm

whether it remains the vision and principles for growth for the City to 2041in a manner that supports the policies and objectives of the new Growth Plan. . The updated vision and principles for growth will form the foundation for the MCR studies and an updated Official Plan.

Residential Intensification Analysis – The Residential Intensification Analysis will determine the City's ability to accommodate intensification in the City's built-up area (those lands that were within the City's developed urban area in 2006). This analysis will explore opportunities for intensification throughout the entire built-up area, including lands that are currently identified in the Official Plan as "reserve lands", such as the Rolling Hills community. It will include an assessment of appropriate locations for residential intensification and appropriate forms of housing, such as housing types, building heights, and densities to support achievement of the intensification target and Growth Plan objectives.

Land Needs Assessment – As part of the MCR, the Province requires municipalities to complete a land needs assessment in compliance with a provincial methodology. The Land Needs Assessment will determine the amount of land needed to accommodate Guelph's 2041 population and employment forecasts;

Employment Lands Strategy – The Employment Lands Strategy examines the City's existing employment lands to assess their ability to accommodate the employment forecast to 2041. This assessment will delineate employment areas, recommend density targets for employment areas, and provide direction to promote intensification of existing employment lands, and outline whether any existing employment lands are no longer needed to be maintained solely for employment purposes (i.e. what lands may be appropriate to convert to other land uses). The Employment Lands Strategy will be coordinated with Prosperity 20Next, the City's Economic Development Strategy and Implementation Plan;

Growth scenario planning and servicing implications of growth – Building on the work from the Residential Intensification Analysis, the Land Needs Assessment, and the Employment Lands Strategy, growth scenarios will be developed. The development and evaluation of scenarios for growth will be guided by the need to achieve conformity with all of the policies of the Growth Plan. A preferred growth scenario will be selected that will form the basis for the City's updated urban structure (the "where" Guelph should grow). This work will be an input into the Housing Analysis and Strategy, and will determine whether the City has more land than it needs (called "excess land" in the Growth Plan), whether additional intensification opportunities are required, or additional land is needed to accommodate the Growth Plan 2041 population.

An analysis will be conducted, using the updates from the City's infrastructure master plans and Transportation Master Plan as inputs, to determine the capital infrastructure needed and costs associated with servicing the growth scenarios. The results will be used to inform a preferred growth scenario.

Housing Analysis and Strategy – The Housing Analysis and Strategy will provide a long-term framework for growth reflective of Guelph's vision for growth and the achievement of the Growth Plan targets. The study will include recommendations for new Official Plan policies, including residential densities, building heights, and land use changes.

The MCR will also consider recommendations from several infrastructure and land use studies including:

- Clair-Maltby Secondary Plan
- York/Elizabeth Area Land Use Study
- Wastewater Treatment and Biosolids Master Plan
- Water Supply Master Plan
- Stormwater Management Master Plan
- Water and Wastewater Servicing Master Plan, and
- Transportation Master Plan.

The above studies/considerations will inform the City's updated growth management strategy to 2041, which will provide directions and recommendations for new Official Plan policies, a preferred growth scenario, and an evaluation of the servicing implications of the preferred growth scenario.

Out of Scope

The MCR focusses on where and how Guelph should grow to 2041. This work will inform the City's updated Official Plan which is currently anticipated to commence in 2020. In addition to growth related matters, the new Official Plan will consider, among other things, an updated policy framework for all of Guelph's land uses, and updated policies to reflect the anticipated recommendations from the in progress Parks and Recreation Master Plan and Transportation Master Plan. A project charter for the Official Plan update will be brought to Council in early 2020. Matters are anticipated to be considered through this project are not within the scope of the MCR.

As the MCR will inform updated Official Plan policies, matters which are more appropriately dealt with through a Zoning Bylaw will not be considered through this project (e.g. land use permissions for specific properties, detailed parking rates, building setbacks). Requests to change land use on specific properties that are more appropriately dealt with through private development applications will not be considered.

One of the major purposes of the MCR is to provide recommendations on ways that the Official Plan can be updated to plan for the Growth Plan's legislated population and employment forecasts and related greenfield density target and intensification target. Exploration of alternative population and employment forecasts for 2031, 2036, and 2041 are out of scope and will not be examined through the MCR.

The MCR does not include an examination of the fiscal impact of varying rates/paces of growth. The MCR will assume steady growth rates to plan for the legislated Growth Plan forecasts. Understanding the implications of different rates of growth are important to inform capital budgeting and infrastructure planning as well as the City's ongoing evaluation of the impacts of changing Provincial directions and the long-term fiscal sustainability of the City. However, this assessment will form part of the next Development Charges Study and the development of a Community Benefit Charge By-law (expected in 2020 as a result of the recently enacted legislative changes from Bill 108). In that assessment, staff will be exploring the cost of growth at a macro-economic level including varying growth rates. The relationship between the cost of growth and the rate of growth is not linear; slowing growth does not necessarily mean lower net costs. This is a complex equation that staff will investigate through the engagement of external experts to

analyze and propose growth management fiscal strategies. The work will be done concurrently with the MCR to ensure appropriate alignment and coordination.

Project Timeline

The MCR will be completed between 2019 and 2021 with the following deliverables:

- Review the City's vision and principles for growth –Q2 2020
- Residential Intensification Analysis – Q3 2020
- Employment Lands Strategy – Q3 2020
- Housing Analysis and Strategy – Q4 2020
- Land Needs Assessment – Q1 2021
- Growth scenario planning and associated infrastructure needs and costs – Q1 2021
- Directions document – Q1/Q2 2021

Project Governance Structure

The MCR will be managed and directed by a Project Steering Committee. The Project Steering Committee membership includes the General Manager of Planning and Building Services, the Manager of Policy Planning and Urban Design, and two senior policy planners (the project managers of the MCR and the Official Plan update). As outlined in this report, the MCR relies upon inputs from many ongoing infrastructure master plans and is closely tied to the Official Plan update project. Alignment and coordination of strategy and policy development for resourcing the needs of our growing city will be ensured amongst these studies.

The City's Planning Advisory Committee (PAC) will provide input into the MCR at key milestones. The PAC is an advisory committee of Council whose role is to provide advice on major policy planning initiatives, such as the MCR.

A staff project team, comprised of policy planning staff, together with consultants, will be responsible for producing all of the deliverables throughout the project. A staff technical team will meet throughout the duration of the project to provide technical expertise to each of the studies. The staff technical team includes staff from planning, legal, business development and enterprise, transportation, transit, engineering, water and wastewater services.

Next Steps

Once the project charter is approved by Council, staff will reach out to the community, stakeholders, and members of Council to start the conversation about the City's vision and principles for growth to 2041.

Financial Implications

The MCR is funded through approved capital budget for costs associated with consultant services and community engagement.

Consultations

Planning staff are working closing with Community Engagement staff and Communications staff to develop a community engagement and communications plan for the MCR. Consultants will be retained to further develop and deliver a community engagement plan for this project. The goal of community engagement for the MCR is to have conversations with the community about where and how

Guelph should grow to 2041 in the context of Growth Plan conformity requirements and what Guelph's vision for that growth should be to 2041.

Engagement will occur at key stages throughout the MCR. The public, stakeholders, and Council will be engaged throughout the process to help inform:

- A vision and set of principles for growth
- Locations for residential intensification
- Residential building heights and densities
- Employment land densities, and
- What lands may be appropriate to convert from employment lands to other land uses.

As noted earlier in this report, there are several area specific land use and infrastructure master plans that are key inputs to the MCR. Wherever possible and appropriate community engagement activities will be coordinated between these projects.

The City will go well above and beyond the legislative consultation requirements and will include opportunities for community engagement with each study. The City's Planning Advisory Committee will provide input at key milestones. In addition a variety of in-person methods (e.g. workshops, interviews, one-on-one meetings, open houses) and on-line methods (e.g. surveys, forms) will be used. A dedicated webpage for the project will be created which will house all information related to the MCR.

Attachments

Attachment-1 Planning Our Future: Growth Conformity Project Charter

Departmental Approval

Not Applicable.

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ATT 1 – Planning Our Future: Growth Plan Conformity Project Charter

Project Name: Planning Our Future: Growth Plan Conformity Project Initiation
Date: October 7, 2019
Project Manager: Natalie Goss
Project Sponsor: Melissa Aldunate

1. Project Background

1.1 Project Purpose or Justification

A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan 2019) came into effect in May 2019. The Places to Grow Act, 2005 directs upper and single tier municipalities in the Greater Golden Horseshoe to complete their Municipal Comprehensive Review (MCR) and bring their Official Plans into conformity with the Growth Plan within 3 years of the plan's release. The Minister of Municipal Affairs and Housing has set a date of conformity for the Growth Plan 2019 of July 1, 2022.

1.2 Project Description

The City of Guelph is legislated to update its Official Plan to conform with the new Growth Plan. The City's current Official Plan contains a growth management strategy (GMS) that conforms with the 2006 Growth Plan to manage the City's growth to 2031. Specifically, the growth related policies of the City's Official Plan will be reviewed comprehensively through a series of background planning studies that will update the existing GMS to manage the City's growth in a manner that is supportive of the policies and objectives of the new Growth Plan. The updated GMS will extend the growth planning horizon beyond 2031 to manage Guelph's population and employment forecasts, greenfield density target and an increased intensification target to 2041. Background planning studies will identify the City's land needs for the legislated growth, appropriate intensification targets, an appropriate greenfield density target, an updated urban structure, and an appropriate housing mix. The MCR will provide an update to the City's GMS and provide directions for how and where we grow and will inform new policies as part of the update to the City's Official Plan, expected to commence in early 2020.

The background planning studies and growth-related components of the MCR will determine:

- the amount of land required to accommodate the Growth Plan legislated 2041 population and employment forecasts
- an appropriate framework for growth
- an updated urban structure

- an appropriate intensification target for Guelph (i)
- an appropriate greenfield density target (i)
- how Guelph will accommodate intensification including appropriate locations and densities for Strategic Growth Areas
- a future housing mix
- target densities for employment lands
- the potential for intensification on employment lands, and
- the implications of servicing the forecasted growth, including the cost of servicing growth

Background Planning Studies

1. Vision and Principles for Growth

Guelph's current Official Plan provides the vision and principles for growth to 2031, which was set through the City's existing local growth management strategy to conform with the 2006 Growth Plan. Through consultation with the public and stakeholders, the MCR will revisit the City's current vision and principles for growth to 2031. This consultation will confirm whether it remains the City's vision and principles for growth to 2041 that is supportive of the policies and objectives of the new Growth Plan. The updated vision and principles for growth will help set the discussion on how the City will grow to 2041 and form the foundation for all of the background planning studies and an updated Official Plan.

2. Residential Intensification Analysis (RIA)

The Growth Plan directs Guelph to plan to achieve a minimum of 50% of its residential development within the built-up area of the City each year to 2041. The RIA will determine the City's ability to accommodate intensification in the City's built-up area. This analysis will explore opportunities for intensification throughout the entire built-up area, consistent with Growth Plan policies. Public and stakeholder input will assist in the development of a set of criteria and a methodology that will be used to identify locations for intensification, appropriate densities, and forms of housing that is supportive of the overall vision and principles for Guelph's growth.

The RIA will recommend:

- An appropriate intensification target for Guelph
- Locations and target densities of Strategic Growth Areas
- Residential building heights
- Residential densities
- Potential land use designation changes, and
- Target housing mix in 2041

(i) subject to the policies of the Growth Plan

The results of the RIA will be used to help inform the recommendations of the Housing Analysis and Strategy.

3. Land Needs Assessment

The Province requires municipalities to complete the standardized Land Needs Assessment Methodology as background to their MCR. The Land Needs Assessment (LNA) will determine the amount of land needed to accommodate the population and employment forecasts to 2041 in a manner that supports Growth Plan objectives. It tests the ability for Guelph to achieve the intensification targets and density targets to 2041. The LNA will act as a feedback loop, providing input to other components of the MCR, while also receiving input from other planning studies as they are completed and more detailed supporting analysis becomes available. The outcome of the LNA will determine whether Guelph has an excess amount of land available for growth within the settlement area boundary or whether additional land is needed to accommodate the forecasted growth.

The results of the LNA will be used to inform:

- An appropriate residential intensification target
- An appropriate greenfield density target
- An appropriate employment density target
- Recommendations of the Housing Analysis and Strategy
- Growth scenario planning and implications of servicing the forecasted growth, and
- The amount of land required to accommodate Guelph's forecast population and employment to 2041

As required, the City will consult with the Province prior to finalizing the LNA and prior to implementing the results of the LNA through the MCR.

4. Employment Strategy

The City of Guelph must plan for an appropriate mix and range of employment opportunities to meet the City's long-term needs. The employment strategy will be comprised of a needs and opportunity analysis that will inventory the City's existing vacant and developable employment lands, and assess their ability to accommodate employment growth to 2041. It will incorporate the Provincially Significant Employment Zones as designated by the Province, identify other employment lands to be protected through the delineation of employment areas in the Official Plan, recommend density targets for employment areas, further explore opportunities for employment land conversions, and provide direction to promote intensification of existing employment lands. The employment strategy will be coordinated with Prosperity 20Next, the City's Economic Development Strategy and Implementation Plan.

Inputs into the employment strategy include:

- Land Needs Assessment Methodology
- York/Elizabeth Area Land Use Study, and

- Prosperity 20Next

The Employment Strategy will recommend updates to employment policies that will inform the Official Plan Update, including:

- Target employment densities
- The amount of employment land needed to accommodate Growth Plan forecasts
- Delineation of employment areas
- Delineation of the Provincially Significant Employment Zone as designated by the Province
- Employment land that is no longer required for employment purposes, and
- Tools to promote more efficient use of employment land through intensification

5. Growth Scenario Planning and implications of servicing the forecasted growth

Building on the work from the RIA, the LNA, and the employment lands strategy, and with input from infrastructure master plans and area specific land use plans, long-range growth scenarios will be developed. The development and evaluation of scenarios for growth will be supportive of the City's vision and principles for growth and guided by the need to achieve conformity with all of the objectives and policies of the Growth Plan. The long-range scenarios for planning for growth will also support the co-ordination between land use planning and infrastructure planning and infrastructure investment to support future growth in a fiscally responsible manner.

An analysis will be conducted, using the updates from the City's infrastructure master plans as inputs, to determine the capital infrastructure needed and costs associated with servicing the growth scenarios. The results will be used to inform a preferred growth scenario. The infrastructure master plan updates that will provide input include: the Transportation Master Plan, Water and Wastewater Servicing Master Plan Framework, Wastewater Treatment and Biosolids Master Plan Update, Water Supply Master Plan Update and the Stormwater Management Master Plan Framework. The preferred scenario for planning for growth will be the basis for the City's updated urban structure and inform the recommendations of the Housing Analysis and Strategy. This preferred scenario for growth will confirm whether the City will be planning for excess lands, or whether a boundary expansion will be necessary to accommodate growth to 2041.

The growth scenario planning and implications to service the forecasted growth will exclude the fiscal impact of varying rates/paces of growth. The MCR will assume steady growth rates to plan for the legislated Growth Plan forecasts. However, understanding the fiscal implications of different rates of growth are important to inform capital budgeting and infrastructure planning, as well as the City's ongoing evaluation of the impacts of changing provincial

directions and the long-term fiscal sustainability of the City. As part of the 2019 Development Charge Study (DC Study), staff concluded that there is a capital cost of growth borne by the rate/tax payers that is not recoverable within limitations of the Development Charge Act. As part of the next DC Study and the development of a Community Benefit Charge By-law, expected in 2020 as a result of the recently enacted legislative changes from Bill 108, staff will be exploring the cost of growth at a macro-economic level including varying growth rates. The relationship between the cost of growth and the rate of growth is not linear; slowing growth does not necessarily mean lower net costs. This is a complex equation that staff will investigate through the engagement of external experts to analyze and propose growth management fiscal strategies. The work will be done concurrently with the MCR to ensure appropriate alignment and coordination.

Components of the MCR that will inform the growth scenario planning and implications of servicing the forecasted growth include:

- Residential Intensification Analysis
- Land Needs Assessment Methodology
- Area specific land use studies
- Employment Strategy, and
- Updates to infrastructure master plans

The growth scenario planning and implications of servicing the forecasted growth will inform:

- An updated urban structure, and
- Recommendations for the Housing Analysis and Strategy

6. Housing Analysis and Strategy

The Housing Analysis and Strategy (HAS) will provide the long-term framework for growth to support achievement of Growth Plan 2019 targets, including the minimum intensification target, community area greenfield density target, and the Urban Growth Centre density target. The HAS will assess current residential policies and provide recommendations for an urban growth centre density (from 2031 to 2041), residential densities, residential building heights, delineation of Strategic Growth Areas, and recommend land use changes, including lands currently designated "reserve lands" in the Official Plan outside of the Clair-Maltby Secondary Plan area, to help support Growth Plan objectives and satisfy requirements of the MCR. The HAS will also address requirements that municipalities plan for a range and mix of future housing options to diversify Guelph's overall housing stock and serve the needs of a diverse range of household sizes, incomes, and ages. Recommendations of the HAS will address fiscal responsibility and sustainability by aligning future growth with infrastructure planning and investment.

The study will recommend strategies to implement and monitor Guelph's growth strategy and achievement of the growth targets.

Inputs into the HAS include:

- The Residential Intensification Analysis
- The Downtown Secondary Plan
- The Clair-Maltby Secondary Plan
- The Guelph Innovation District Secondary Plan
- The Land Needs Assessment Methodology
- Updates to infrastructure master plans, and
- The York/Elizabeth Area Land Use Study

The strategy will also ensure that the City is planning to maintain a housing supply in accordance with the Provincial Policy Statement.

1.3 Project Deliverables

1. Review the City's vision and principles for growth – Q2 2020
2. Residential Intensification Analysis – Q3 2020
3. Employment Strategy – Q3 2020
4. Housing Analysis and Strategy – Q4 2020
5. Growth scenario planning and associated infrastructure needs and costs – Q1 2021
6. Updated urban structure – Q1 2021
7. Land Needs Assessment – Q1 2021
8. Final report (directions document) that will include the City's updated growth management strategy to 2041. It will contain a set of policy recommendations and detailed analysis of infrastructure needs and costs to complete the growth-related requirements of the municipal comprehensive review (Q1/Q2 2021).

2. Strategic Alignment

Our Services – Service Excellence.

Alignment of land use planning with economic development and infrastructure planning will ensure that Guelph continues to be a prosperous City that remains attractive to residents and businesses. Setting the framework for growth will also provide greater certainty regarding the City's future growth and development.

Our Resources – Financial Stability.

Coordinating land use planning with infrastructure planning and investment will help to reduce the financial burden associated with accommodating the City's population and employment growth to the year 2041.

Our People – Innovation.

The public engagement process will utilize modern and innovative techniques through the use of technology and digital portals to better communicate with the public and stakeholders with the goal of receiving feedback from a wide range of members of the community.

3. Project Scope

In-Scope	**Out-of-Scope**
Develop a communications plan	Zoning By-Law amendments
Develop a community engagement plan	Review of other OP Policies not directly related to growth plan conformity
Review the City's vision and principles for growth	Site-specific requests to amend land use designations
Residential intensification opportunities	Changes to the City's built boundary and designated greenfield area
Housing Analysis & Strategy	Zoning regulations
Land needs assessment	Exploring alternative population and employment forecasts for 2031, 2036, and 2041
Explore potential conversions of employment lands	The fiscal impact of varying rate/pace of growth
Explore opportunities for intensification of existing employment areas	The fiscal implications of growth resulting from legislative changes, including Bill 108
Developing scenarios to plan to achieve the legislated growth to 2041, and growth targets.	
Assessment of infrastructure needs and costs associated with growth scenarios	
Select a preferred growth scenario	
OP policy review relating to development intensity, other policies that will impact achievement of growth targets (greenfield density targets, intensification target, employment density targets) • Residential densities • Residential building heights • Employment densities • Height and bonusing policies • Recommendations for land use designation changes	
Explore strategies to support the implementation of the City's updated growth management strategy to 2041,	

In-Scope	Out-of-Scope
and achievement of the growth targets.	
Explore methods to monitor Guelph's growth.	
Policy recommendations for the OP update relating to Growth Plan conformity	
Generate a 3-D model of areas of the City to develop concepts that will visualize growth scenarios and better understand the impacts of changes to policies	

4. Project Parameters

4.1 Project Milestones

High-Level Milestones	Completion Target Date
Communication Plan	Q4 2019
Community Engagement Plan	Q4 2019
Review the City's vision and principles for growth	Q2 2020
Residential Intensification Analysis	Q3 2020
Employment Strategy	Q3 2020
Housing Analysis & Strategy	Q4 2020
Growth Scenario Planning and associated infrastructure needs and costs	Q1 2021
Land Needs Assessment	Q1 2021
Final Report (directions document)	Q1/Q2 2021

4.2 Assumptions and Constraints

Timeline

This project must be completed to allow for a Council decision on the Official Plan components that are related to the MCR no later than July 1, 2022 to comply with Provincial legislation. At this time it is intended that the MCR policy recommendations will be incorporated together with the outcomes from the Official Plan update (being prepared under a separate project charter) in one new Official Plan for Guelph. Should the Official Plan update work not be completed within a timeframe to allow for a decision on a complete new Official Plan by July 2022, there may be impacts on the project's timeline.

There are several infrastructure master plans (IMP) and area specific land use reviews that are in progress that will provide necessary input to the MCR scope of work (e.g. Transportation Master Plan, Water and Wastewater Servicing Master Plan, York/Elizabeth Land Use Review). It is assumed that these IMPs and area specific land use reviews will be completed in a timeframe that will allow for the recommendations to be considered at appropriate key milestones for this project.

The project's Community Engagement Plan is being prepared in consideration of the legislative requirements, the City's Community Engagement Framework, available resources and project budget. Should additional public/stakeholder engagement be required that is not within the approved Community Engagement Plan, it may have impacts on timeline, budget, and resource capacity. Additionally, the project's Community Engagement Plan has accounted for a certain timeframe for community engagement. Should higher than anticipated levels of participation occur, adjustments to the timeline may need to be explored.

Budget

The MCR is funded through approved capital budget for costs associated with consultant services and community engagement.

Scope

That changes to the scope outlined in this Project Charter will not occur. Should the scope of work be modified, it may have impacts on the timeline, budget, and resource capacity.

4.3 Risk Assessment and Mitigation

Risk: Core/technical resource, or consultant availability
Likelihood of Risk Occurring: Low
Impact of Risk on Project: High
Risk Mitigation
Should the core or technical resources not be available in the timeframe required to meet project milestones, the Project Manager, in consultation with the Project Sponsor, will consider options to adjusting the project timelines and/or workload priorities of the core resources.

The Project Manager will monitor and document workload commitments and identify if achievement of milestones are being compromised. If during the course of the project the Project Manager, core resources or technical resources are unavailable to commit the allocated portion of their respective workload to the project, commitment of additional resources or prioritization of workload through the Project Sponsor will be required.

Should consultants not be retained within the required timeframe or consultants be retained with not the full ability to complete all intended tasks, the Project Manager, in consultation with the Project Sponsor, will consider options to

adjusting the project timelines or assignment of additional tasks to City core resources (if available and appropriate).

Risk: Adequate time scheduled for specific tasks
Likelihood of Risk Occurring: Medium
Impact of Risk on Project: High
Risk Mitigation
The Project Manager will monitor the project schedule and if a deadline or milestone is missed, or anticipated to be missed, by more than 2 weeks the Project Manager may need to adjust the project timeline in consultation with the Project Sponsor.

At each milestone, the Project Manager will detail out the next phase of the project and will consider any impacts that the previous phase had on the overall project timeline. This will be done in consultation with the Project Sponsor. Changes to the timeline will require approval by the Project Sponsor.

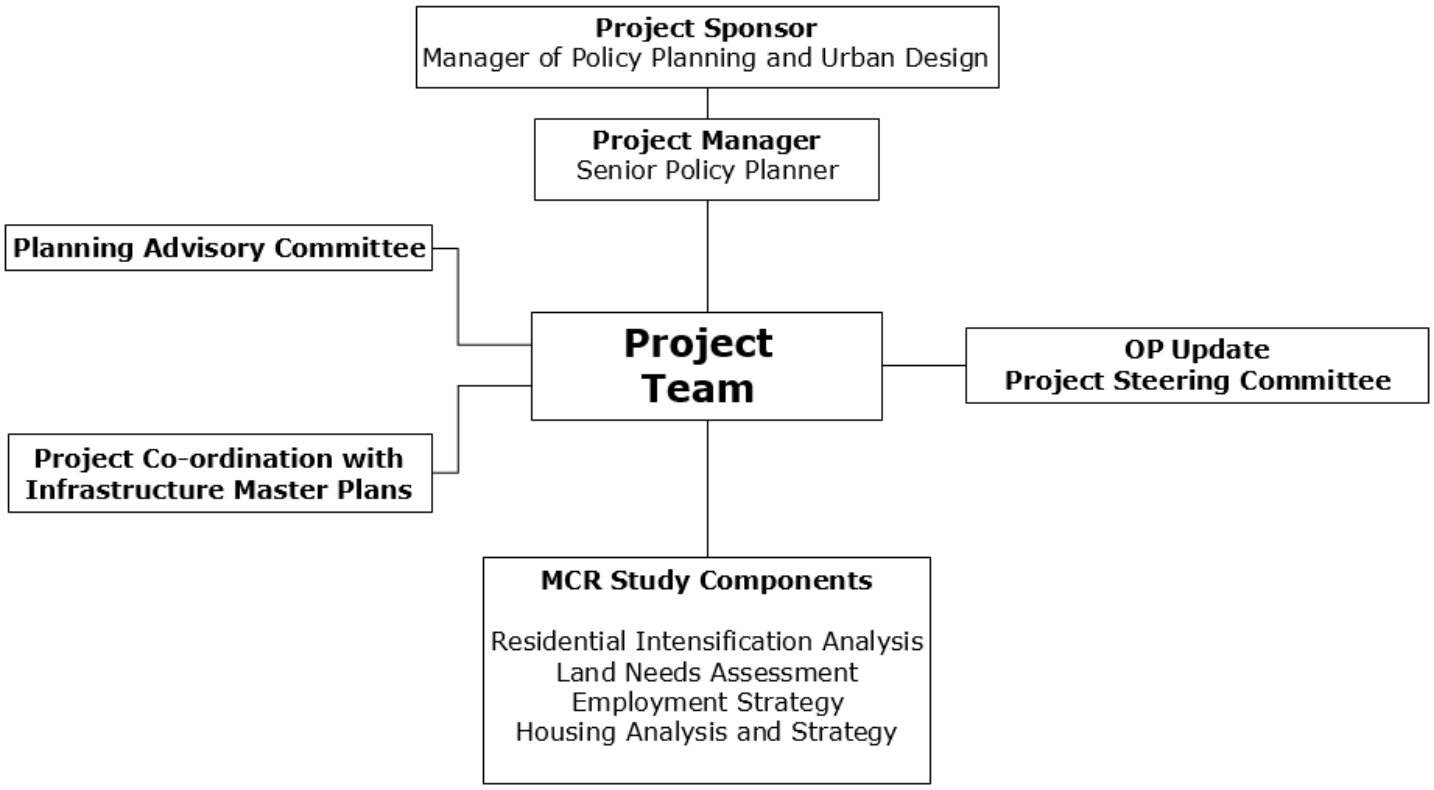
Risk: Additional community/stakeholder engagement requested
Likelihood of Risk Occurring: Medium
Impact of Risk on Project: High
Risk Mitigation
The Project Manager, together with the Community Engagement Coordinator and Community Engagement consultant to consider options and revise the community engagement plan accordingly. The community engagement plan will only be revised once the Project Manager and the Project Sponsor have considered implications on timelines/resourcing/budget.

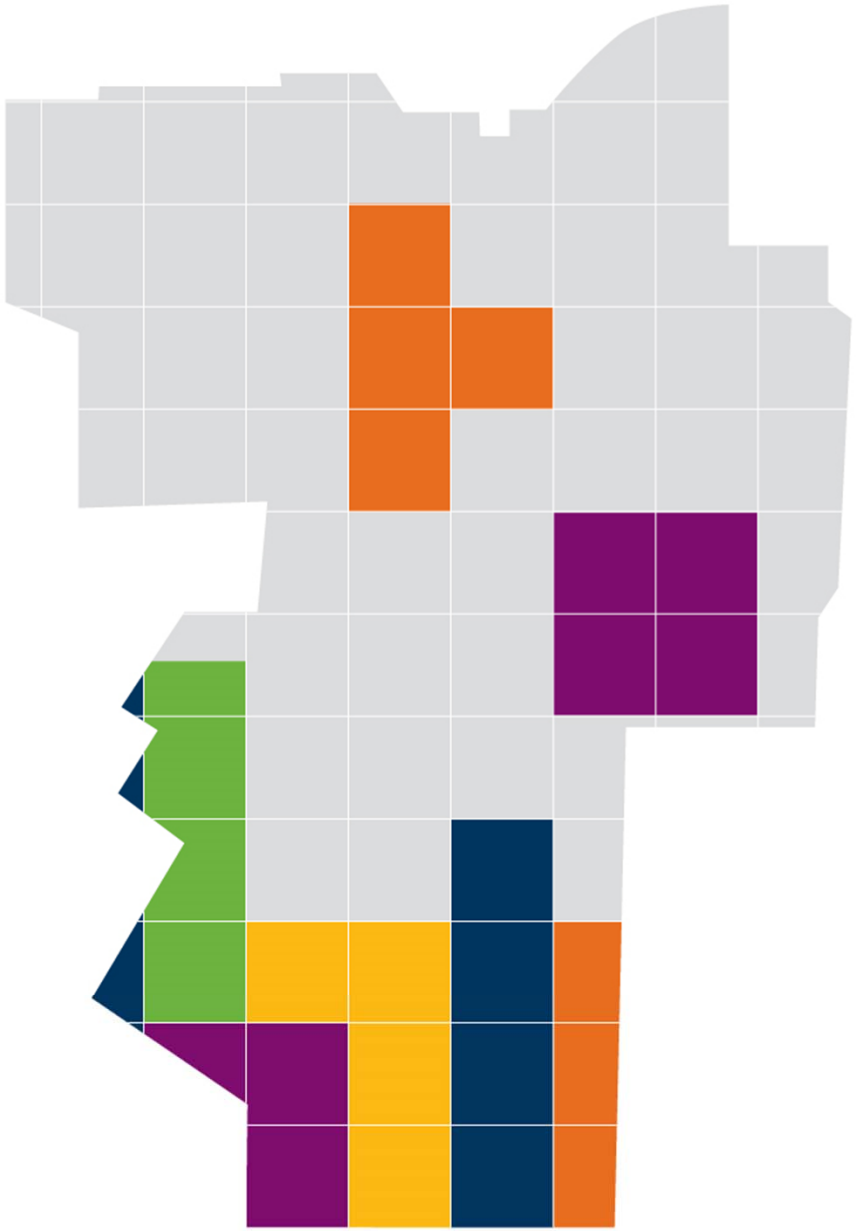
Risk: Lack of understanding from the community about the scope of the project or confusion between other planning related projects that are being consulted on within the same timeframe
Likelihood of Risk Occurring: High
Impact of Risk on Project: Low
Risk Mitigation
Coordinating a message about interrelated projects (e.g. Infrastructure Master Plans, area specific land use plans) about what they are all leading to may assist with the community's understanding of how the municipal comprehensive review works with other related projects and vice versa. Project Manager to work with the Community Engagement Coordinator, Communications Associate, and Community Engagement consultant on messaging.

5. Project Governance

See ATT A – Project Governance.

ATT A – Project Governance





Comprehensive Zoning Bylaw Review

Putting Guelph's vision into place.

Discussion Paper

October 7, 2019
Committee of the Whole

CITY OF Guelph
Making a Difference

Comprehensive
Zoning Bylaw Review

Project Timeline

We are here

Phase 1
Project Initiation (January to March 2019)

Phase 2
Research and Analysis (January to December 2019)

Phase 3
First Draft Zoning Bylaw and Official Plan Amendment (January to June 2020)

Phase 4
Final Zoning Bylaw and Official Plan Amendment, and decision
(July 2020 to December 2021)

Phase 5
Implementation and Appeals (2021+)

Comprehensive
Zoning Bylaw Review

Phase 1 Engagement

What we did

- We explained the purpose
  - What is zoning?
  - Why are we reviewing our zoning bylaw?
  - What should be considered in a new zoning bylaw?
- We held three community conversations in February 2019
- There were online engagement opportunities
- We held individual meetings upon request

Comprehensive
Zoning Bylaw Review

Phase 1 Engagement

Some of what we heard

- Zoning needs to be easier to understand
- Rules for accessory apartments should be more permissive
- Flexibility in residential uses
- Emerging industrial uses should be permitted

Comprehensive
Zoning Bylaw Review

Phase 1 Engagement

Some of what we heard contd.

- Driveways should be allowed to be wider
- There is not enough parking
- There is too much parking
- Certain structures should be permitted in floodplain areas
- How is Clair-Maltby going to be zoned?

Comprehensive
Zoning Bylaw Review

Discussion Paper

Organization

- 14 chapters by topic
- Each chapter examines
  - Provincial policies/plans
  - Official Plan
  - Existing zoning bylaw
  - Zoning trends
- Provides an overview of phase 1 community engagement comments
- Outlines options and preliminary recommendations

Comprehensive
Zoning Bylaw Review

Discussion Paper

Preliminary recommendations - general

- Simplified and streamlined
- Having zoning that implements the Official Plan
- Built form oriented

Comprehensive
Zoning Bylaw Review

Discussion Paper

Preliminary recommendations - residential

- Allowing accessory apartments in more areas
- Updating rules for group homes and lodging houses
- Providing more residential uses within each residential zone
- Continuing to allow commercial and institutional uses in residential neighbourhoods

Comprehensive
Zoning Bylaw Review

Discussion Paper

Preliminary recommendations – commercial

- Commercial zoning for new commercial areas including the east end of Guelph
- Rules for minimum and maximum commercial gross floor area
- Built form rules
- Rules for drive-through facilities and service stations

Comprehensive
Zoning Bylaw Review

Discussion Paper

Preliminary recommendations – natural heritage system, floodplain, parks

- Clarify the uses permitted within zones applying to the city's natural heritage system and floodplain areas
- Have zones for neighbourhood, community and regional parks
- Clarify that structures that meet the Ontario Building Code definition of structure are not permitted in floodways

Comprehensive
Zoning Bylaw Review

Next Steps

Conversations with the community, stakeholders, and Council about the options and preliminary recommendations

November 2019

series of community workshops

December 11, 2019

Council workshop

City of Guelph
Making a Difference

IBI

City of Guelph Committee of the Whole
October 7, 2019

Comprehensive Zoning By-law Review of Off-street Parking Rate Demand Analysis

Agenda

1. Phase 1 Summary
2. Phase 2 Summary
3. Next Steps
4. General Discussion

Phase 1 Summary

Phase 1 Summary – Research and Analysis Phase

1. **Review of Existing Standards and Background Reports**

   Intent: To understand how the City of Guelph currently regulates parking and loading, as well as the broader land use / transportation planning policy context of the City.

2. **Off-street Parking Demand Review**

   Intent: To survey and analyze existing off-street parking demand across various land uses in the City of Guelph.

3. **Trends / Best Practices and Inter-jurisdictional Review**

   Intent: To review industry trends / best practices for parking regulation; to understand how parking is being regulated in comparable municipalities in Ontario (Burlington, Kitchener, Oakville, St. Catharines, and Waterloo).

Phase 1 Summary

Summary of Findings:

- Many existing Zoning By-Law standards are antiquated and require updating to conform and to reflect current municipal policies and design guidelines.
- Parking rate requirements should be further examined and updated in response to findings of parking surveys and inter-jurisdictional review:
  - A vast majority of surveyed sites were below the typical 85% parking utilization threshold (when parking lots are considered “full”).
  - Reductions in parking supply could be achieved for office uses through a shared parking policy.

Phase 1 Summary

Summary of Findings:

- Consideration should be given to the implementation of flexible parking standards, shared parking, off-site parking, parking maximums, and Transportation Demand Management measures, as per the trends / best practices identified through the inter-jurisdictional review.
- Bicycle parking standards should be developed and implemented.
- Design standards for surface parking facilities should be updated.
- Barrier-free parking standards should be updated to conform to Accessibility for Ontarians with Disabilities Act (AODA) requirements.

Phase 2 Recommendations Summary

Phase 2 | Geographic-Based Parking

- Parking needs vary greatly throughout a community; regulations and requirements should reflect those variations.
- Zoning By-laws of comparable municipalities provide area-specific parking regulations such as reduced parking minimums, exemption zones, and maximum parking rates.
- Guelph currently uses location-specific parking standards through the Downtown Zoning By-law, which outlines parking standards that are different from the rest of the city.
- We recommend that Guelph adopt varying parking requirements for Downtown Areas, Mixed Use Areas, and the rest of the city.

Phase 2 | Parking Rate Recommendations

- The Report sets out recommended parking rates for all land uses in the City of Guelph's Zoning By-law, including:
  - Minimum parking rates within **Mixed Use Areas**; and
  - Minimum parking rates for **all other areas** of the City.
- Recommendations are made to the implement **maximum parking rates** for land uses within **Mixed Use Areas**, to support transit use and active modes of transportation.
- Proposed rates are based on the Institute of Transportation Engineers (ITE) standards, the off-street parking demand review, and rates of comparable municipalities.

Phase 2 | Parking Rate Recommendations

- Examples:

Use	Apartment	Retail
Existing Rate: Minimum	1.5 space per unit for the first 20 units and 1.25 spaces per unit thereafter	1 space per 16.5 s.m. (6 per 100 s.m.)
ITE Rate	1.22 to 2.05 spaces per unit (includes visitor parking)	2.03 to 3.13 spaces per 100 s.m.
Recommended Rate for Mixed-Use Areas: Minimum	1 space per unit plus 0.1 spaces per unit for visitor parking	2 spaces per 100 s.m.
Recommended Rate for Other Areas: Minimum	If development contains less than 20 units: 1 space per unit plus 0.25 additional spaces per unit for visitor parking If development contains 20 units or greater:1 space per unit plus 0.15 additional spaces per unit for visitor parking	3 spaces per 100 s.m.

Phase 2 | Recommendations

- **Driveway Widths:** The existing driveway width requirements in Guelph's Zoning By-law should be updated to be based on lot frontage and land use. The provision of rear lane-facing driveways should be encouraged so driveways do not dominate the streetscape.

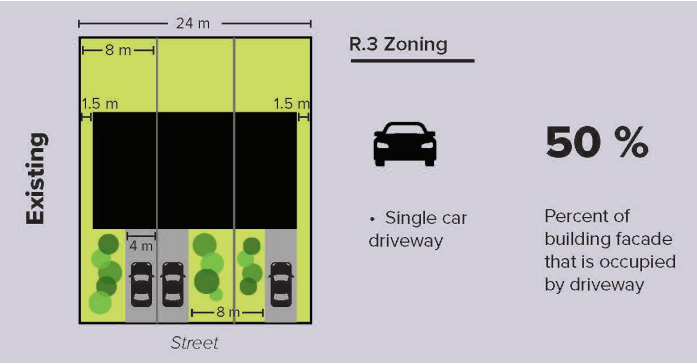


Figure 1: Existing R.3 Zoning Driveway Regulations

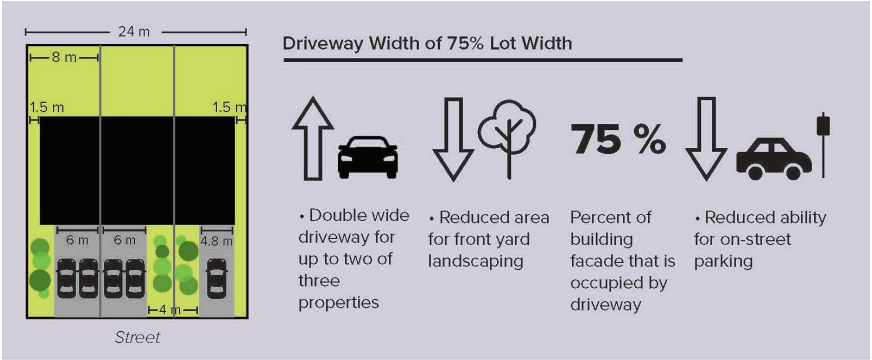


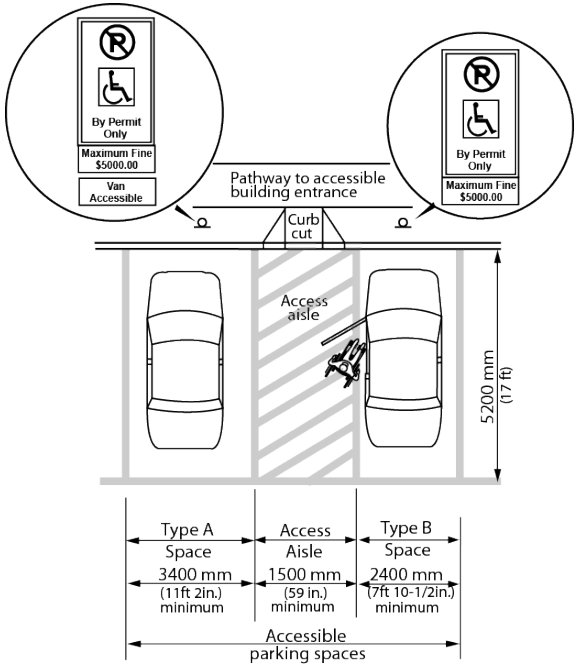
Figure 2: Implications of Wider Driveways in the R.3 Zone

Phase 2 | Recommendations

- **Driveway Materials:** Guelph's Zoning By-law should include regulations that require the driveway to be distinguishable and constructed with a hard surface.
- **Driveway and Parking Locations:** Guelph's Zoning By-law should be updated to require setbacks for all surface lots, remove setback requirements for underground lots, and restrict parking areas in prominent areas of the property (front or exterior side yard), based on dwelling type.

Phase 2 | Recommendations

- **Parking Space Dimensions:** Guelph is recommended to maintain its existing parking space dimensions, and establish regulations for compact vehicle parking space.
- **Barrier-free Parking Spaces:** The Zoning By-law should be amended to conform to the accessible parking rates and standards set out in the *Accessibility for Ontarians with Disabilities Act*.
- **Loading Spaces:** The size and number of loading spaces should continue be guided by the Site Plan Procedures and Guidelines to provide flexibility to different businesses needs.



Phase 2 | Recommendations

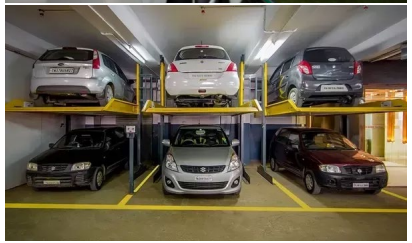
- **Garage Dimensions:** Similar to driveways, it is recommended that garage widths be limited by the overall width of a lot. Guelph should encourage the use of rear-lane accessed garages where possible.
- **Garage Projections:** It is recommended that Guelph regulates garage projections city-wide through their Zoning By-law, and adheres to the guidelines noted in the City's Urban Design Manual.
- **Garage Dimensions:** The internal dimensions of garages are recommended to be increased to facilitate household waste/recycling bins and storage.

Phase 2 | Recommendations

- **Electric Vehicle Parking:** It is recommended that the Zoning By-Law require a portion of parking spaces to be electric vehicle ready.

- **Stackable / Hydraulic Lift Parking:** It is recommended that the use of stackable / hydraulic lift parking systems be permitted toward satisfying site parking requirements.

- **Bicycle Parking:** It is recommended that the Zoning By-Law include long-term and short-term bicycle parking rates as well as requirements relating to bike parking dimensions and spacing.



Phase 2 | Transportation Demand Management

Beyond the Zoning By-Law review, the Report recommends the consideration of various Transportation Demand Management initiatives by the City that should be further explored including:

- Preferential Carpool Parking
- Carshare
- Peer-to-Peer Shared Parking
- Unbundled Parking
- Off-site Parking

The Report also analyzes how parking requirements in the Zoning By-law could be used to implement actions outlined in the City's Community Energy Initiative.

Next Steps

Next Steps

- A series of public workshops in November of 2019 to discuss:
  - To discuss the results of the research and analysis performed within this study and how these findings relate to the City of Guelph;
  - To present the results of the parking demand survey;
  - To gain buy-in from residents and businesses on revising the Zoning By-law to provide for a more efficient and effective transportation system in Guelph.

General Discussion

Staff Report

To	**Committee of the Whole**
Service Area	Infrastructure, Development and Enterprise Services
Date	Monday, October 7, 2019
Subject	**Comprehensive Zoning Bylaw Review Discussion Paper and Guelph Parking Standards Review Discussion Paper**
Report Number	IDE-2019-92

Recommendation

That the Comprehensive Zoning Bylaw Review Discussion Paper and Guelph Parking Standards Discussion Paper attached to Infrastructure, Development and Enterprise Services Report (IDE-2019-92), dated Monday, October 7, 2019 be released for the purpose of community engagement in the formulation of a new draft Zoning Bylaw.

Executive Summary

Purpose of Report

The purpose of this report is to provide an update on the Comprehensive Zoning Bylaw Review project and seek authorization to release the Discussion Paper and the Guelph Parking Standards Discussion Paper for the purposes of community engagement and to be used in the formulation of a new draft zoning bylaw.

Key Findings

In January 2019 Council approved the project charter for the comprehensive zoning bylaw review. Phase 1 of this project was completed in March 2019. Phase 1 included conversations with the community about Guelph's existing zoning bylaw and considerations for a new zoning bylaw.

A Comprehensive Zoning Bylaw Review Discussion Paper has been prepared that includes a comparison of the Official Plan to the existing zoning bylaw. It also examines zoning trends. Options and preliminary recommendations on a variety of zoning topics are proposed for discussions with the community. The intent of the preliminary recommendations put forward in the discussion paper are to align a new zoning bylaw with the Official Plan. This will ensure that there are rules in place for all properties within Guelph providing certainty to property owners, neighborhoods, and the development community. The preliminary recommendations will also create a new zoning bylaw that is streamlined (such as providing broader categories of uses and fewer zones), transparent, and built form oriented.

The Guelph Parking Standards Discussion Paper has been prepared by IBI Group. This discussion paper includes:

- A review of Guelph's exiting zoning parking, loading, and driveway rules compared to Guelph's Official Plan policies related to the same;
- An off-street parking demand review, which included parking utilization surveys of 20 properties throughout the City, and;
- A review and assessment of zoning trends from other municipalities including geographic based parking options, minimum and maximum vehicle parking requirements, minimum and maximum driveway and garage width rules, electric vehicle parking requirements, and zoning related transportation demand management measures including bicycle parking.

In consideration of survey data, zoning trends, and Official Plan policies, IBI Group is recommending:

- Reduced minimum parking rates across the city;
- Further reduced minimum parking requirements and parking maximums for lands within the City's intensification corridors (e.g. Stone Road West)and Commercial Mixed-Use Nodes (e.g. Paisley Road/Elmira Road);
- Introducing minimum bicycle parking requirements city-wide;
- Introducing minimum electric vehicle parking requirements city-wide, and;
- Generally maintaining the existing zoning bylaw rules for driveway and garage widths.

A series of public workshops will be held in November to discuss the options and preliminary recommendations within the Comprehensive Zoning Bylaw Discussion Paper and Guelph Parking Standards Review Discussion Paper. The content discussed at these workshops will also be available for online discussions through the city's online engagement platform. Additionally, a Special Council Workshop is being held on December 11, 2019 to receive Council feedback on the two discussion papers.

Financial Implications

The comprehensive zoning bylaw review is funded through approved and future capital budgets.

Report

Background

In January 2019 Council approved the project charter for the comprehensive zoning bylaw review. A comprehensive review of the zoning bylaw is required to comply with Provincial legislation, ensure that it conforms to the Official Plan, and is reflective of current zoning practices. The comprehensive zoning bylaw review includes five phases as follows:

- Phase 1 – Project Initiation
- Phase 2 – Research and Analysis
- Phase 3 – First Draft Zoning Bylaw and Official Plan Amendment
- Phase 4 – Final Zoning Bylaw
- Phase 5 – Implementation and Appeals.

Phase 1 was completed in March 2019 and included conversations with the community about Guelph's existing zoning bylaw and considerations for a new

zoning bylaw. The Comprehensive Zoning Bylaw Review Discussion Paper and Guelph Parking Standards Review Discussion Paper form part of Phase 2.

Comprehensive Zoning Bylaw Review Discussion Paper

A discussion paper (Attachment 1) has been prepared that includes a comparison of the Official Plan to the existing zoning bylaw. It also examines zoning trends. Options and preliminary recommendations on a variety of zoning topics are proposed for discussions with the community. Attachment 3 contains a summary of staff's preliminary recommendations that will form the basis of community engagement on the discussion paper. The discussion paper is organized into 13 chapters which are summarized below.

Zoning Bylaw Review Discussion Paper Summary

Chapter 1 – Introduction

This chapter provides an overview of the scope and timeline of the comprehensive zoning bylaw review. It outlines what a zoning bylaw is and the key principles that are informing a new zoning bylaw for Guelph.

Chapter 2 – Phase 1 Community Engagement

This chapter summarizes the community engagement that was part of Phase 1 of the comprehensive zoning bylaw review, including numbers of participants that engaged online and in person, and what we heard works well with our existing zoning bylaw and what should be considered as a new zoning bylaw is prepared.

Chapter 3 –Layout, Scope, Legal Matters, Existing Development Approvals, and Specific Uses

This chapter explores:

- How a new zoning bylaw can be user-friendly, transparent, clear, and concise;
- How best to permit specific residential uses including accessory apartments, group homes, and lodging houses – where to permit them, and what rules should apply;
- Whether or not in progress development applications should be transitioned into having to comply with a new zoning bylaw;
- Whether or not approvals given under the existing zoning bylaw (such as minor variances) should be carried forward into a new zoning bylaw, and;
- How the City should implement its ability to not permit any amendments to a new zoning bylaw for two years after it is approved.

Chapter 4 – Residential

This chapter explores:

- How to streamline the existing residential zones to reduce the number of residential zones (there are currently 11) and permit more than one type of residential use in each zone;
- The types of residential, commercial, and institutional uses that should be permitted in Guelph's residential areas, and;
- Rules for the form and location of townhouses, mid-rise buildings, and tall buildings.

Chapter 5 – Commercial and Mixed Use

This chapter explores:

- How to reduce the number of commercial zones while achieving alignment with the Official Plan;
- The types of commercial uses that should be permitted in the City's Mixed-Use Corridors, Commercial Mixed-Use Centers, Neighbourhood Commercial Centers, Service Commercial areas, and Mixed Office/Commercial areas;
- Rules for buildings about the size, placement, and relationship to the street (built form rules), and;
- How best to permit drive-throughs and gas stations.

Chapter 6 – Employment

This chapter explores how to reduce the number of existing industrial and business park zones and achieve a better alignment with the Official Plan employment land uses. It also examines what employment uses and complementary uses should be permitted and should no longer be permitted in employment zones in a new zoning bylaw.

Chapter 7 – Natural Heritage System, Open Space, and Parks

This chapter explores:

- How to achieve a better alignment with the Official Plan significant natural areas/natural areas, open space and parks land uses;
- How best to permit and define conservation and recreation uses, and;
- In consideration of Provincial policies, Grand River Conservation Authority regulations, and the Official Plan, the types of buildings and structures that are appropriate to permit within the City's natural heritage system (including floodplain areas).

Chapter 8 – Major Institutional

The Major Institutional land use designation generally applies to lands with existing significant institutional uses including the University of Guelph, the Guelph General Hospital, and St. Joseph's Health Centre. This chapter explores how, through appropriate zoning, these uses can be retained and expanded.

Chapter 9 – Major Utility

The Official Plan introduced a new land use called Major Utility. This land use applies to significant utility properties in Guelph including the municipal wastewater treatment plant, municipal works yard, and the waste resources innovation center. This chapter explores how, through appropriate zoning, these uses can be retained and expanded.

Chapter 10 – Guelph Innovation District Secondary Plan and Clair-Maltby Secondary Plan Areas

Certain lands within the Guelph Innovation District Secondary Plan require additional land use planning before development of the lands can occur (known as block planning). Additionally, a new secondary plan for the Clair-Maltby area is still in progress and once approved, additional studies may be required as well as the division of land (typically through plans of subdivision). This chapter examines

options for what to zone lands within these areas recognizing that there are future development processes.

Additionally, within the Guelph Innovation District Secondary Plan there are specific lands that do not require additional studies or planning through a block plan process. This chapter includes options for zoning these lands through a new zoning bylaw.

Chapter 11 – Downtown Secondary Plan Area

The scope of the comprehensive zoning bylaw review regarding the downtown is only to update zoning for lands that were not included within the zoning bylaw amendment for downtown (in effect in February 2019) as well as to review and provide options and recommendations for rules related to bars, taverns, and nightclubs, and rules for building materials.

This chapter includes options for zoning residential areas within the Downtown Secondary Plan that reduces the overall number of residential zones in a new zoning bylaw while ensuring that the specific residential permissions within the secondary plan are implemented.

The existing zoning rules for bars, taverns, and nightclubs, and rules for building materials are also examined and options are put forward to align these rules with zoning trends.

Chapter 12 – Cultural Heritage

The cultural heritage chapter includes options and recommendations on how and when cultural heritage landscapes should be implemented in zoning. Specifically, this chapter identifies how recommendations from the Brooklyn and College Hill Heritage Conservation District should be implemented in a new zoning bylaw. It also recommends updates to the elevation data used in the protected view areas for the Basilica of Our Lady to ensure that the intent of these existing zoning regulations are clarified and maintained.

Chapter 13 – Other Zones

This chapter includes options and recommendations on the City's existing aggregate extraction zone and urban reserve zone.

Guelph Parking Standards Review Discussion Paper

As per the Council approved project charter, the City retained an outside consultant with specialized expertise to conduct an independent, objective, data based review of parking standards and make preliminary recommendations. In January 2019, IBI Group initiated this work. This work included:

- A review of Guelph's exiting zoning parking, loading, and driveway rules compared to Guelph's Official Plan policies related to the same;
- An off-street parking demand review, which included parking utilization surveys of 20 properties throughout the City;
- A review and assessment of zoning trends from other municipalities including geographic based parking options, minimum and maximum vehicle parking requirements, minimum and maximum driveway and garage width rules, electric vehicle parking requirements, and zoning related transportation demand management measures including bicycle parking.

IBI Group's off-street parking demand review included 20 properties in Guelph with office, medical office, commercial, or apartment uses. The purpose of this survey was to understand typical peak parking operations. Surveys were undertaken during typical peak parking periods. The results showed that peak parking demand typically fell below the minimum parking rates required by the existing zoning bylaw creating an oversupply of parking.

Parking Standards Review Discussion Paper Recommendations

In consideration of this survey data, zoning trends for minimum parking rates, and Official Plan policies, IBI Group is generally recommending that minimum parking rates be reduced in a new zoning bylaw. Other recommendations include:

- Reduced minimum parking requirements and parking maximums for lands within the City's intensification corridors (e.g. Stone Road West)and Commercial Mixed-Use Nodes (e.g. Paisley Road/Elmira Road);
- Introducing minimum bicycle parking requirements city-wide, and;
- Introducing minimum electric vehicle parking requirements city-wide.

How wide a driveway is can affect lot and street considerations including:

- The number of vehicles that can be parked on a lot;
- A property's landscaped area. The larger the paved area for parking the smaller the area that can be used for soft landscaping;
- Runoff and infiltration. Larger areas of parking increase stormwater runoff and reduce the amount of on-site infiltration due to impervious surfaces;
- Streetscape. While driveways can be designed to be aesthetically pleasing, wider and larger driveways can dominate the streetscape providing for a less desirable pedestrian experience and less room for street trees, and;
- On-street parking. Wider driveways reduce the amount of space on the street between driveways which in turn can reduce the availability and possibility of on-street parking.

In consideration of the above, Official Plan policies, and zoning trends from other municipalities, IBI Group is generally recommending that the existing zoning rules for driveway width minimums and maximums be retained as they provide a balance in achieving the considerations above as well as achieving transportation objectives of the Official Plan.

Attachment 2 contains the Guelph Parking Standards Review Discussion Paper.

Financial Implications

The comprehensive zoning bylaw review is funded through approved and future capital budgets.

Consultations

Phase 1 Community Engagement

The purpose of the Phase 1 community engagement was to provide an overview of the comprehensive zoning bylaw review project, inform participants about zoning bylaws and their importance, and gain input into what topics should be explored as a new zoning bylaw is developed.

During this phase, staff engaged 29 members of the community in conversations about zoning bylaws at three Know Your Zone open houses held on February 26

and 27, 2019. Staff also gathered input online from 7 individuals through the City's online engagement platform between February 26 and March 29 2019. The open houses and online engagement opportunities were promoted through advertisements in the Guelph Mercury Tribune and on the City's social media accounts. Additionally between February 25 and March 15, 2019, staff met with individually with any community members and stakeholders who requested meetings. Additionally staff met with members of Council to seek their input on what topics should be explored in a new zoning bylaw.

Internally, the project's technical working teams discussed a range of topics, including what is working well with the existing zoning bylaw and what should be improved. Please see Attachment 1 for a summary of comments from the community and staff discussions during Phase 1.

Phase 2 Community Engagement

In November, staff will hold a series of workshops to discuss the options and preliminary recommendations outlined in the Comprehensive Zoning Bylaw Discussion Paper and Guelph Parking Standards Review Discussion Paper. Each workshop will focus on one specific zoning topic (e.g. residential areas, parking).

Like in Phase 1, the content discussed at these in-person workshops will also be made available for online discussion through the City's online engagement platform. Finally, staff have scheduled a workshop with members of Council for December 11, 2019 to obtain input into the options and preliminary recommendations outlined in the discussion papers.

Attachments

Attachment-1 Comprehensive Zoning Bylaw Review Discussion Paper

Attachment-2 Guelph Parking Standards Review Discussion Paper

Attachment-3 Summary of Preliminary Recommended Zoning Standards

Departmental Approval

Not Applicable.

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IDE-2019-92 Attachment-3 Summary of Preliminary Recommended Zoning Standards

Within each chapter of the Comprehensive Zoning Bylaw Review Discussion Paper (Discussion Paper) a series of options and recommendations are proposed for discussion at upcoming community engagement sessions and the December Council Workshop session. These preliminary recommendations are in consideration of the Official Plan; provincial policies, rules or guidelines, where relevant; zoning trends, and comments from phase 1 community engagement. A summary of these preliminary recommendations from the Discussion Paper are provided below. Where a preliminary recommendation is not proposed in the Discussion Paper, the options for that topic have been provided.

Chapter 3 – Layout, scope, legal matters, existing development approvals, and specific uses

Format and Layout

Preliminary recommendation: It is recommended that the new zoning bylaw include purpose statements for each zone to clearly identify the intent and how each zone connects to the Official Plan. Illustrations should be used for certain terms to assist with explanations. These illustrations will not form part of the zoning bylaw but will be there for reference purposes only. Additionally, each allowed use should be defined so that it is clear what each use means. A user's guide should be prepared as a companion to the zoning bylaw to explain to readers how to use the zoning bylaw.

Definitions and general rules

Preliminary recommendation: Most definitions are recommended to be updated to reflect direction from the Official Plan and/or to reflect trends found in other comparable municipal zoning bylaws. Some definitions are recommended to be deleted as they are no longer necessary. Additionally it is recommended that most general rules, those found within section four of the existing zoning bylaw (not including rules for parking and driveways – see the Guelph Parking Standards Review Discussion Paper for recommendations) be updated to reflect direction from the Official Plan and/or to reflect trends found in other comparable municipal zoning bylaws. Some general rules are recommended to be deleted as they are no longer necessary or do not conform to the Official Plan.

Accessory Dwellings

Preliminary recommendation: To comply with recent amendments to provincial legislation, that is the Planning Act, it is recommended that an accessory dwelling be permitted in any zone that permits a single detached dwelling, semi-detached dwelling, and townhouse dwelling. It is further recommended that the accessory dwelling be permitted both in the same building as a single/semi-detached/townhouse dwelling and within a separate building on the same lot. Additionally it is recommended that there be rules for accessory dwellings for maximum lot size, setbacks and direct access from the street for accessory dwellings in separate buildings, and a minimum of one parking space.

Special needs housing
Preliminary recommendations

Long term care facility: A new use, long term care facility, which will also include independent living units (units where there may be some personal support services), be included in a new zoning bylaw. This use is proposed to replace the existing 'home for the aged' and 'nursing home' uses in the exiting zoning bylaw. This updated terminology is reflecting of zoning trends and language used in the provincial legislation. It is recommended that a long term care facility be permitted in any medium and high density zone that permits residential uses. This is similar to the existing zones that permit 'home for the aged' and 'nursing home'.

Retirement residential facility: it is recommended that the existing use be retained and permitted in any medium and high density zone that permits residential uses.

Hospice: A new use, hospice, be included in a new zoning bylaw as both part of a long term care facility and as a separate use. This is recommended as the services provided by a hospice are sometimes offered within a long term care facility as part of a continuum of care. In some cases hospice services are provided through a separate facility, such as the Hospice of Wellington in Guelph, at a much smaller scale, for example ten residents.

Group homes
Preliminary recommendation: The zoning bylaw definition of group home should be update to align with the Official Plan definition of group home. It is further recommended that in addition to low density residential areas, where group homes are already allowed, group homes be allowed in medium density and high density zones that permit residential uses. Additionally, it is recommended that the existing minimum distance separation rules be removed. A group home is only permitted within the entirety of a building. A new rule is recommended to be included that establishes a maximum size, based on a maximum number of residents. Small group homes will be allowed within low density residential areas with larger ones allowed elsewhere.

Lodging houses
Preliminary recommendation: The exiting zoning bylaw uses 'dwelling unit' and 'lodging unit' to distinguish between a single detached dwelling, for example, and a lodging house. It is recommended that the definitions of 'dwelling unit' and 'lodging unit' be updated based on zoning trends to clarify how lodging houses are a different use of land than dwelling units. The existing zoning bylaw also permits lodging houses through two uses, 'lodging house type 1' and 'lodging house type 2' where the first is allowed in low density residential areas and the second only permitted in medium or high density residential areas through an amendment to the zoning bylaw. It is recommended that this approach to allowing lodging houses be retained. Further it is recommended that the existing minimum distance separation rules be removed and a rule be included that requires a lodging house to occupy the entire building.

Prohibited uses

Preliminary recommendation: that the existing zoning bylaw approach of listing specific uses that are prohibited anywhere in the city as part of general rules be retained. This approach provides clarity that these uses are not permitted anywhere in the city. It assists with the interpretation and implementation of the zoning bylaw should requests be brought forward to permit these uses that they do not meet the intent of the zoning bylaw.

Complementary uses

Option 1: Complementary uses should be listed within each zone. This approach requires that complementary be defined to ensure that the uses listed are not the primary use of the property. This is important as certain uses are only permitted as complementary uses, rather than primary uses, in certain land uses as per the Official Plan.

Option 2: Complementary uses should be restricted through rules to ensure that they are complementary. This option allows for each use to have separate rules providing for each use to be treated differently within each zone. In some cases a complementary use that may be allowed within a commercial area may be allowed different than the same complementary use within an employment area. This approach allows for this consideration.

Accessory uses

Option 1: Accessory uses should be listed within each zone. This approach requires that accessory be defined to ensure that uses listed are not the primary use of a property. This is important as the Official Plan provides for what uses are allowed as primary uses and provides some direction as to what uses are allowed as accessory.

Option 2: Accessory uses should be restricted through rules to ensure that they are accessory. This is the current approach in the existing zoning bylaw. This option also requires that accessory be defined. Rules, such as maximum gross floor area, could be applied differently within each zone allowing for zone specific context to accessory uses across the zoning bylaw.

Specialized zones

Preliminary recommendation: in consideration of zoning trends, it is recommended that the concept of specialized zones be retained. It is also recommended that the specialized zones be re-named ‘site specific zones’. This title change is a more accurate description of these types of rules which typically reflect site specific or area specific considerations. All existing specialized zones will be reviewed as part of the preparation of the first draft zoning bylaw. Each existing specialized zone will be evaluated together with the Official Plan and draft new zones to determine whether it should be retained, deleted or modified. The key determining factor will be whether or not the specialized zone conforms to the Official Plan.

Minor variances

Option 1: All buildings built and uses established through minor variances become legal non-conforming unless the new zoning that applies to the property has changed in a way that a minor variance is not longer needed, meaning that what has been built or how the property is used now complies with the new zoning bylaw. This option ensures compliance with the Official Plan and aligns well with having one complete new zoning bylaw.

Option 2: All minor variances approved under the existing zoning bylaw are recognized in the new zoning bylaw through a general rule. This approach ensures that once a minor variance is approved a property owner does not need to apply for the same variance again, should it be necessary to. This approach may 'carry forward' variances where the Official Plan intent is not met. This would more likely be the case for variances that were approved prior to the most recent Official Plan being in effect. This approach would ensure that once an approval has been obtained for a property it remains and that the use or building approved through the variance remains legal. An unintended consequence with this is that for situations where the building or use do not conform to the Official Plan, this means that the future vision for that property may take that much longer to achieve.

Transition provisions for development applications

Preliminary recommendation: At the time of a decision by Council on a new zoning bylaw, there will certainly be development applications that have already been considered or are in the process of being considered against the existing zoning bylaw. It is recommended that building permits and site plans that are in progress, which are applications that have already been received and have been determined by the city to be complete applications, be able to obtain final approvals provided that they meet all of the rules under the existing zoning bylaw, that is provided that they did not need a zoning bylaw amendment or minor variance. It is further recommended that these applications be permitted to obtain final approvals for a prescribed period of time, generally this time limit is based on the average time that it takes to obtain final approval.

The use of legal non-conforming versus legalizing an existing use

Preliminary recommendation: Where the Official Plan has changed the land use of a property the existing use may no longer be allowed. The Official Plan outlines criteria for how to consider whether an existing use should be recognized in a new zoning bylaw or whether an existing use should become legal non-conforming (see section 3.2.2 of the discussion paper). Should concerns be raised about the legal non-conforming status of a property, the Official Plan criteria will be used to determine whether the use will be legalized in a new zoning bylaw or whether the use will become legal non-conforming.

No zoning bylaw amendments for two years

Preliminary recommendation: It is recommended that generally no amendments be permitted to the new zoning bylaw for a period of two years following Council's approval. This option allows staff, Council, the community, and developers' time to work within the new rules. Given the comprehensive zoning bylaw review process endorsed, there are many opportunities for feedback at various stages throughout

the process providing opportunities to work with staff on the preparation of a new zoning bylaw that provides the most appropriate set of rules for Guelph. This option does not preclude Council from considering site specific exemptions to this zoning bylaw amendment moratorium.

Chapter 4 – Residential

Zone structure and uses

It is recommended that a series of separate zones be incorporated into a new zoning bylaw that each implement the low density residential, medium density residential, and high density residential land uses of the Official Plan. Specific zone structure and use recommendations are as follows for each of the residential land use designations.

Preliminary recommendation for low density residential lands: It is recommended that four zones be used to apply to land designated low density residential in the Official Plan. One zone will permit smaller lot frontages than the other. Both zones will permit single detached, duplex, and semi-detached dwellings. Accessory dwellings will also be permitted. The third zone will permit on-street townhouse dwellings and accessory dwellings. The fourth zone will permit small scale apartments and cluster townhouse dwellings. For all dwelling types, a rule is recommended to be included to require a front door facing the street.

This option reduces the number of residential zones that are within the existing zoning bylaw and provides choice in the types of dwellings that are permitted. A mix of dwelling types within neighbourhoods will be achieved through the application of each of the four zones.

Preliminary recommendation for medium density residential lands: It is recommended that three zones be used to apply to lands designated medium density residential in the Official Plan. Each zone will permit different types of townhouse dwellings, such as cluster townhouses, on-street townhouses, and back-to-back and stacked townhouses. Two of the zones will also permit apartments. This option provides choice in the types of dwellings that are permitted, that is more than one dwelling type is permitted in most of the zones, while ensuring that there is a mixture of dwelling types within neighbourhoods, to be achieved through the application of the zones. This recommendation provides for newer types of townhouses, such as back-to-back and stacked townhouses, in a new zone removing the need for a zoning bylaw amendment.

Preliminary recommendation for high density residential lands – It is recommended that one zone be used to permit apartments to a maximum building height of ten storeys on properties designated high density residential in the Official Plan. This zone will also permit convenience commercial uses within a building that has residential units. Each high density residential property will be assessed to determine if there is adequate servicing capacity to accommodate the maximum permitted building height of ten stories. Where there are servicing constraints, a holding provision will be used to restrict development on the property until servicing capacity is available. This recommended high density residential zone provides a clear connection to the High Density Residential Official Plan land use

designation. Together with the proposed holding provision and recommended built form rules, including transition in building height to adjacent lower density residential areas, this zone will ensure that high density properties are identified in a zoning bylaw with appropriate rules in place.

Preliminary Recommendation for non-residential uses in residential areas – It is recommended that the existing convenience commercial (C.1) zone and the existing educational/spiritual/other services (I.1) zone be retained and continue to apply to existing C.1 and I.1 zoned properties that are designated low density or medium density residential in the Official Plan. Additionally it is recommended that the uses currently permitted within these zones be updated to conform to the Official Plan.

Rules

Preliminary recommendation for townhouse rules – A series of rules are proposed to be retained and added to provide direction on the built form of townhouses. New rules for townhouses include a maximum length for a block of townhouses, a minimum unit width that depends on the location of a garage, and the ability to include a green roof as a portion of the required landscaped area.

Preliminary recommendation for mid-rise building rules – A series of rules are proposed to be retained and added to provide direction on the built form mid-rise buildings. New rules include a maximum building length, minimum stepback, which is the distance that certain storeys of a building must be setback from storeys below, for certain storeys of a building, restricting the location of surface parking, and requiring that 50% of the landscaped open area be soft landscaping. A green roof can be included to count as a portion of the required landscaped open area.

Preliminary recommendation for tall building rules - A series of rules are proposed to be retained and added to provide direction on the built form high-rise buildings. These rules cover the same topics as the rules proposed for mid-rise buildings and also include an angular plane and a minimum tower separation.

Chapter 5 – Commercial and mixed use

Zone structure and uses

It is recommended that a series of separate zones be incorporated into a new zoning bylaw that each implement the five commercial and mixed-use Official Plan land uses.

Preliminary recommendation for commercial mixed-use centres: It is recommended that one new zone be created that permits a broad range of commercial and service commercial uses. Vehicle type uses, including gas stations, carwashes, and drive-through facilities are recommended to be permitted. Minimum and maximum commercial floor area rules are also recommended to align with a proposed amendment to the Official Plan, as a result of the recommendations from the commercial policy review. This option reduces the number of zones and creates consistency within the City’s commercial mixed-use centres.

Preliminary recommendation for mixed use corridors: It is recommended that one residential zone, one institutional zone, and one commercial zone be created for the City's mixed-use corridors. These zones would apply to lands that are currently zoned residential, institutional, and commercial respectively. The uses permitted in these zones would be similar to the uses permitted in the residential, institutional, and commercial zones in other areas of the City but would provide for the ability to have residential uses on properties zoned commercial provided that commercial uses are also there. Vehicle type uses including gas stations, car washes, and drive through facilities are recommended to be permitted on commercially zoned properties. Minimum commercial floor area rules are also recommended for commercially zoned properties to align with a proposed amendment to the Official Plan, as a result of the recommendations from the commercial policy review. Although this option results in the creation of three zones for the City's mixed use corridors, it provide a clear connection to the Official Plan and a clear indication of the primary intent of the lands, that is whether it is primarily for residential, institutional, or commercial purposes.

Preliminary Recommendation for neighbourhood commercial centres: It is recommended that two zones be created which differ on the minimum and maximum commercial floor area that is permitted to align with recommendations from proposed amendment to the Official Plan, as a result of recommendations from the commercial policy review. A range of commercial and service commercial uses are recommended to be permitted. Residential uses within a mixed-use building are also recommended to be permitted. Drive-throughs are recommended to be permitted only in larger neighbourhood commercial centres, which are those with a maximum allowable commercial floor area of 10,000 square meters. This option ensures that the two different sizes of neighbourhood commercial centre are recognized in zoning and aligns with the different sizes contemplated in the Official Plan. This option aligns with the existing and proposed maximum commercial floor area Official Plan policies which provide for two sizes of neighbourhood commercial areas.

Preliminary recommendation for service commercial lands: It is recommended that the two existing service commercial zones be collapsed into one new service commercial zone with rules requiring uses to be located within buildings when adjacent to residential areas. Generally, the service commercial zone will continue to allow a similar range of uses to the existing service commercial zones. Some uses are proposed to be collapsed into broader categories of uses, such as the vehicle type uses. This option reduces the number of zones and provides flexibility in the service commercial uses allowed and provides a way to ensure that there is compatibility between service commercial areas and adjacent residential areas.

Preliminary recommendation for mixed office/commercial lands: It is recommended that the existing office residential zone (OR) and the existing commercial residential (CR) zone be collapsed into one new zone. The range of uses allowed within the Mixed Office/Commercial Official Plan land use designation allows for small scale office and commercial uses in these areas. Because these uses are allowed in all mixed office/commercial designated areas it is no longer necessary to

have one zone that allows only office uses and one zone that allows only commercial uses. In addition to office and commercial uses, the recommended zone would allow a full range of residential uses. This type of zone reduces the number of zones in a new zoning bylaw and provides a clear connection to the Official Plan land use.

Rules

To ensure conformity with the Official Plan, implement the preliminary directions from the draft commercial built form standards, and reflect new trends in zoning it is recommended that a new zoning bylaw include rules for the following:

- Minimum and maximum commercial gross floor area
- Maximum building heights
- Densities for residential uses
- Building heights to be lower when adjacent to low/medium density residential areas, to be measured through an angular plane (stepbacks) from the property line or building face
- Green roofs may contribute towards a portion of the minimum landscaped area
- Rules for the location of surface parking
- Minimum building heights
- Minimum first storey heights
- Minimum amount of transparent windows or active entrances for the first storey of buildings
- Maximum building lengths
- Location of drive-through facilities when on a lot adjacent to residential, institutional or park zoned properties and the location of stacking lanes, and
- Location of gas stations when adjacent to residential, institutional or park zoned properties.

Chapter 6 – Employment

Zone structure and uses

Preliminary recommendation - It is recommended that four zones be created to implement each of the four employment land use designations, which are Industrial, Business Park, Institutional/Research Park, and Mixed Business. This option provides a clear link between the employment zones and the Official Plan employment land uses. It also reduces the overall number of zones from the current five to four. This option also creates a specific zone for the Institutional/Research Park land use designation, which are currently zoned a specialized industrial zone and the Mixed Business land use designation which are currently zoned industrial. The permitted uses are recommended to be modified to align with the uses that are permitted in the Official Plan. Certain uses that are currently permitted are recommended to be deleted as they are not permitted by the Official Plan, for example commercial school and veterinary service.

Rules

Preliminary recommendation – Certain uses are only permitted within the employment areas if they are complementary uses. It is recommended that complementary uses only be permitted within a multi-unit/multi-tenant building and that this building contain a primary permitted use, which is a use that isn't

required to be a complementary use. This type of rule will ensure that the intent of the City's employment lands, which is to have a supply of lands for industrial and/or office uses, is maintained while still providing the opportunity for complementary uses to occur in these areas. Rules about the location of uses are recommended requiring certain uses to locate within a building to ensure that higher employment densities are achieved. These types of rules will also help to implement Hanlon Creek Business Park Official Plan policies. Additional rules for the location of parking and minimum first storey building heights are recommended.

Chapter 7 – Natural heritage system, floodplain, open space, and parks

Zone structure and uses

Preliminary recommendation for natural heritage system lands: It is recommended that one zone be created that would apply to the entirety of the city's natural heritage system. This zone would permit conservation uses and legally existing uses, consistent with the uses permitted in the Official Plan. It is recommended that conservation use be defined to include the preservation, maintenance, sustainable utilization, restoration, and/or enhancement of the natural environment. Conservation may also include accessory low impact scientific and educational activities and passive recreation activities that have no negative impact on the conservation use. The additional uses that may be permitted in specific natural heritage system features or their buffers, subject to conditions, would be permitted through site specific zoning amendments.

This approach provides a clear connection between the Official Plan natural heritage system policies and reduces the number of overall zones. It also ensures that uses that are permitted subject to conditions be considered, where proposed, through applications where the studies that are required to be submitted, according to the Official Plan, to be requested.

Preliminary recommendation for floodplain lands: Within the floodway portions of the floodplain areas, which is the rivers and immediately adjacent lands, it is recommended that the zone recommended for the natural heritage system apply to the floodway. An overlay is also recommended to prohibit certain uses that are not permitted within any portion of the floodplain. This is consistent with the Official Plan floodway policies as the recommended natural heritage system zone permits the same uses that are permitted in the floodways, which are existing uses and natural heritage conservation.

Within the flood fringe portion of the floodplain areas, which are lands that are farther out from the rivers in areas where it has been determined certain types of development may occur, it is recommended that a zone that implements their Official Plan land use apply. Generally these lands have a land use that allows for development. Additionally, to align with Provincial direction, the Grand River Conservation Authority's policies and the Official Plan it is recommended that an overlay be applied to flood fringe lands to prohibit certain uses that are not permitted within any portion of the floodplain and to require that a permit be obtained from the Grand River Conservation Authority prior to any development.

A separate overlay is recommended for the special policy are floodplain to permit additional uses, restrict uses and provide rules about development as outlined in the Official Plan.

Preliminary recommendation for open space and parks lands: It is recommended that three zones apply to existing municipal parks and community centres based on the hierarchy of park land within the Official Plan. One zone is proposed for neighbourhood parks, including urban squares, which will generally permit parks, trails, and conservation uses. A second zone is recommended for community parks that will permit everything that a neighbourhood park permits and will also permit community centres. The third zone proposed would apply to regional parks and will permit everything that a community park permits and will also permit private recreation facilities.

Additionally, an open space zone is recommended that would apply to the city's open space areas that are not parks. Typically these are lands that are part of the city's trail system but are not adjacent or within the natural heritage system or parks. A golf course zone is also proposed that would apply to the exiting golf courses within the city. Golf courses are part of the city's open space system but are not part of the city's park land. This option ensures that park land is clearly identified as separate from other privately owned and/or operated recreational uses.

This approach provides a clear link between the zoning bylaw and the Official Plan land uses.

Preliminary recommendation for stormwater management facilities: It is recommended that one zone be created to apply to existing and proposed stormwater management facilities. This option identifies the location of exiting stormwater management facilities and recognizes them as a unique use that tends to locate within natural heritage or open space areas. This option would clarify that stormwater management facilities are a separate use of land from parks and the natural heritage system while still recognizing that they are designated in the Official Plan as part of either the natural heritage system or open space system.

Rules

Preliminary recommendation for structures in floodplain areas: The Official Plan does not permit buildings or structures in the floodway portion of the floodplain areas. This Official Plan policy is consistent with provincial policies and Grand River Conservation Authority rules. A review of other zoning bylaws show that despite certain uses being permitted within floodway areas, for example recreation uses, generally structures associated with those uses are not permitted outright. Based on this, it is recommended that structures that meet the Ontario Building Code definition of structure, with the exception of structures that are used for flood control measures, continue to not be permitted within the floodway portions of the city's floodplain areas.

Chapter 8 – Major institutional

Zone structure and uses

Preliminary recommendation: It is recommended that the two existing major institutional zones, I.2 and I.3 be retained. One zone would continue to apply to and permit the University of Guelph along with some complementary uses. A second zone would apply to all other properties designated Major Institutional in the Official Plan, lands such as the Guelph General Hospital, Conestoga College, and St. Joseph's Health Centre. This zone would permit a range of institutional uses, such as hospitals, medical clinics, post-secondary schools, and social service establishments.

This option continues to recognize the University of Guelph as a separate and distinct use within the city. The University of Guelph provides unique post-secondary programming with its degrees in agriculture and veterinary medicine. Although this option would continue to retain two zones for major institutional uses, it continues to permit the full range of major institutional uses contemplated by the Official Plan while continuing to recognize the uniqueness of the types of post-secondary education offered by the University of Guelph

Chapter 9 – Major utility

Zone structure and uses

Preliminary recommendation: To implement the Major Utility Official Plan land use it is recommended that a new zone be created that would permit major utility uses. Generally, the properties are currently zoned either industrial or park. These existing zones don't reflect the existing use of the properties and don't reflect the permitted uses in the major utility Official Plan land use designation. A new major utility zone would provide a connection between the zoning and the Official Plan providing a clear intent of the existing and future use of these properties. Additionally, to conform with the uses allowed in the Major Utility Official Plan land use designation, it is recommended that a new major utility zone permit electrical transformer stations, municipal works yards, waste management facilities, and water and wastewater treatment facilities.

Chapter 10 – Guelph Innovation District and Clair-Maltby Secondary Plan areas and reserve lands

Guelph Innovation District Secondary Plan zoning

Option 1 for block plan lands: It is recommended that the block plan lands, with the exception of lands that are part of the natural heritage system or floodplain, be zoned urban reserve. This type of zone will only permit uses that currently exist. This approach will require that, prior to the development of any lands, a zoning bylaw amendment occurs, which can include the submission of required studies, together with other applications required by the GID block plan policies. Given that additional planning work is required, it would be premature for zones that implement the GID land uses to be applied to block plan areas through a new zoning bylaw as part of the comprehensive zoning bylaw review. Additionally it is recommended that for the natural heritage system or floodplain lands the same zones recommended to implement these land uses city-wide apply to the GID lands. This ensures that there is clarity between what zones implement each land

use, provides consistency across the city within the same land uses, and reduces the overall number of zones.

Option 2 for block plan lands: A zone would be created that would apply to all lands within the block plan areas of the GID Secondary Plan. This zone would permit existing uses and conservation uses to reflect the existing land uses for this area in the Secondary Plan. This approach will require that, prior to the development of any lands, a zoning bylaw amendment occurs, which can include submission of required studies such as an environmental impact study, as part of required block plan applications. It also ensures that the intent of the natural heritage system lands is maintained through zoning by permitting conservation uses.

Preliminary Recommendation for other lands: For lands that are designated in the GID Secondary Plans as Significant Natural Areas and Natural Areas, Open Space and Park, Major Utility, Industrial, Service Commercial, and Commercial Mixed-use Centre, it is recommended that the same zones recommended to implement these land uses city-wide apply to the GID lands. This ensures that there is clarity between what zones implement each land use, provides consistency across the city within the same land uses, and reduces the overall number of zones.

There are two land use designations that are outside of block plan areas that are unique to the GID. These are Employment Mixed-use 2 and Glenhome Estate Residential. It is recommended that one zone e created for the Employment Mixed-use 2 land use designation and that it permit the uses identified in the GID. Additionally it is recommended that a site specific residential zone apply to lands designated Glenhome Estate Residential and that it only permit single detached dwellings, accessory dwelling units, and home businesses in accordance with the GID secondary plan policies. This site specific zone is recommended to include specific servicing requirements to align with the GID secondary plan policies. Having a zone that is specific to this land use provides clarity between the zoning bylaw and the land use.

Clair-Maltby Secondary Plan zoning

Option 1: All lands within the Clair-Maltby Secondary Plan area, with the exception of lands within the natural heritage system, and all lands designated Reserve Lands are recommended to be zoned an urban reserve zone. This type of zone will only permit uses that currently exist. This approach will require that, prior to the development of any lands, a zoning bylaw amendment occurs, which can include submission of required studies such as an environmental impact study, together with a plan of subdivision so that appropriate zoning is applied to specific lots or blocks as they are created. For other lands designated Reserve Lands, such as the rolling hills community, additional land use planning work is required to determine appropriate land uses prior to zones other than urban reserve being applied to these lands.

Additionally it is recommended that for the natural heritage system lands the same zones recommended to implement these land uses city-wide apply to the Clair-Maltby Secondary Plan lands. Depending on the timing of a decision on a new

zoning bylaw, the boundaries of a natural heritage system zone would be based on the limits of the significant natural areas land use in the Official Plan or on the limits of the same as refined through the Clair-Maltby Secondary Plan if it is approved prior to a decision on a new zoning bylaw. This ensures that there is clarity between what zones implement each land use, provides consistency across the city within the same land uses, and reduces the overall number of zones.

Option 2: This option retains the current zoning for all lands within the Clair-Maltby Secondary Plan with the exception of the natural heritage system lands, and all lands designated Reserve Lands. This options means that not all lands in Guelph would be pert of a new zoning bylaw. Because of this, the ability to not amend a new zoning bylaw for a period of two years, as allowed by the Planning Act, would not be an option. The two year no zoning bylaw amendment rule only applies to new zoning bylaws that apply to all land within a municipality. This means that once a new zoning bylaw is approved, there could be amendments to it right after it is in effect providing no time to work within the new set of rules to test them out.

Additionally, most of the lands within the Clair-Maltby area and lands designated Reserve Lands are still zoned within the Township of Puslinch zoning bylaw. The Township of Puslinch zoning bylaw that applies to these properties does not conform to Guelph's Official Plan or the recent amendments to the Planning Act, such as rules for accessory dwellings.

For lands within the Clair-Maltby Secondary Plan area that are within the natural heritage system, it is recommended that the lands be zoned the same as in option one.

Option 3: A zone would be created that would apply to all lands within the Clair-Maltby Secondary Plan area. This zone would permit existing uses and conservation uses to reflect the existing land uses for this area in the Official Plan. This approach will require that, prior to the development of any lands, a zoning bylaw amendment occurs, which can include submission of required studies such as an environmental impact study, together with a plan of subdivision so that appropriate zoning is applied to specific lots or blocks as they are created. It also ensures that the intent of the natural heritage system lands is maintained through zoning by permitting conservation uses. For other lands designated Reserve Lands, such as the rolling hills community, additional land use planning work is required to determine appropriate land uses prior to zones other than urban reserve being applied to these lands.

Chapter 11 – Downtown Secondary Plan area

Downtown Secondary Plan zoning

Preliminary recommendation for institutional or office lands: There are five properties designated Institutional or Office that were not zoned as part of the downtown zoning bylaw amendment. These include the Basilica of Our Lady Immaculate (Basilica), Central Public School, the Guelph Youth Music Centre, 75 Farquhar Street/70 Fountain Street, and 128-130 Macdonnel Street. It is recommended that the Basilica and Central Public School be zoned the same institutional zone as places of worship and schools sites city-wide. These sites are

an important part of the City's institutional land base. Continuing to recognize and permit them in a new zoning bylaw will help to ensure that they are retained.

Additionally it is recommended that the Guelph Youth Music Centre be zoned D.3. This zone will continue to permit the range of retail, service, and office uses that exist on this property and is consistent with the Institutional/Office land use designation. Portions of this property are also within a floodplain. This portion of the property is proposed to be zoned the same as the rest of the city's floodplain areas.

Finally, it is recommended that the two properties that were originally included in the downtown zoning bylaw amendment where a decision was deferred, 75 Farquhar Street/70 Fountain Street, and 128-130 Macdonnel Street, be zoned D.3-2. This was the zone that was recommended through the downtown zoning bylaw amendment. This proposed zoning is consistent with the Downtown Secondary Plan.

Preliminary recommendation for residential 1 lands: It is recommended that the preliminary recommendation for the low density residential lands, as described in Chapter 4, also apply to lands designated Residential 1. This is similar to the existing zoning for these properties and will reduce the number of zones within a new zoning bylaw. Properties that are currently zoned for and have existing small-scale employment uses are recommended to be zoned residential with a site specific provision to recognize the existing employment use. This option is consistent with the policies of the DSP.

Additionally, it is recommended that properties that are currently zoned to permit neighbourhood scale commercial or institutional uses, which are currently zoned commercial residential (CR) or educational, spiritual and other services zone (I.1), continue to be zoned to permit neighbourhood scale commercial or institutional uses. An updated convenience commercial (C.1) zone or educational, spiritual and other services zone (I.1) is recommended to apply to these properties. This will reduce the number of zones within a new zoning bylaw and will ensure that these neighbourhood commercial and institutional uses are retained.

Preliminary recommendation for residential 2 lands: It is recommended that a medium density residential zone that is proposed city-wide also apply to the properties designated Residential 2. There are approximately 15 properties that are designated Residential 2. These properties are either already developed, are under development, or have special policies within the DSP that apply which would require site specific considerations. For these reasons a new zone to implement this land use is not recommended. A series of site specific provisions or other appropriate zoning rules are recommended to permit the heights and densities that are permitted for these lands in accordance with the DSP. This option reduces the number of zones within a new zoning bylaw, permits the range of residential uses contemplated within the land use designation, and recognizes the differences between this land use designation and the medium density residential Official plan land use, which is height and density.

Preliminary recommendation for parks and open space lands: It is recommended that the same zones that are recommended to implement the Parks

and Open Space land use across the City be used within the downtown. This will reduce the overall number of zones in a new zoning bylaw and will align with the Parks and Open Space policies in the DSP. See Chapter 7 for detailed recommendations on zoning for the Parks and Open Space land use designation.

Preliminary recommendation for future park policy area c lands: To align with the policies in the DSP, it is recommended that an area specific commercial zone apply to these lands that will permit existing commercial uses and open space and parks uses. A rule is also recommended that will ensure that there are no major expansions to existing buildings permitted.

Preliminary recommendation for significant natural area lands: It is recommended that the same zones that are recommended to implement the natural heritage system across the city be used within the downtown. This will reduce the overall number of zones in a new zoning bylaw and provide consistency with the way that the significant natural areas of the City are zoned.

Rules

Preliminary recommendation for licensed establishments: It is recommended that the existing maximum gross floor area of 230 square meters be retained. The maximum size of licensed establishments was determined to be appropriate through the 2003 Downtown Bar Zoning Study as it represented the largest restaurant at that time. This is still true today. It is also recommended that the existing rules that prohibit interconnections between licensed establishments be retained. This rule ensures that adjacent licensed establishments are operating as individual units maintaining the intent of the maximum gross floor area rules.

It is also recommended that the maximum occupancy be deleted. Typically zoning bylaws have rules for the maximum gross floor area or maximum occupancy but not both. Some zoning bylaws don't have any rules for the size of the licensed establishment. Typically zoning bylaws have rules for the size of uses by establishing a maximum gross floor area. This is a recommended approach for other uses and zones in a new zoning bylaw for Guelph. For these reasons it is recommended that the maximum occupancy rule be deleted and the maximum gross floor area be retained.

Additionally it is recommended that the existing rule that restricts licensed establishments to only the first storey of a building be modified to allow for these uses on any storey of a building as long as there are no residential uses located on that same storey or any storey below it. Modifying this rule provide flexibility for the location of uses while still ensuring that licensed establishments are not located directly adjacent to residential uses.

Finally, it is recommended that the existing tavern use be replaced with a nightclub use and that no reference to the time that liquor is served be included within the definition. This is consistent with zoning trends. Additionally, the preliminary recommended rules for licensed establishments are sufficient to ensure that licensed establishments are not the predominant use within downtown. Referencing the time that liquor is served is redundant.

Preliminary recommendation for building materials: It is recommended that the existing rule regarding building materials for buildings within the downtown be retained. The DSP includes a policy stating that all buildings downtown should be finished with high quality, enduring materials such as stone, brick and glass. Retaining the existing zoning rule is consistent with the DSP.

Chapter 12 – Cultural heritage

Preliminary recommendation for cultural heritage landscapes: It is recommended that there be no specific rules for cultural heritage resources or landscapes as part of a new zoning bylaw at this time. It is recommended that rules related to cultural heritage landscapes (CHLs) be considered once individual studies have been completed. The Cultural Heritage Action Plan (CHAP) identifies a list of candidate CHLs to be studies and conserved as appropriate. A zoning bylaw amendment could occur after the individual studies have been completed to implement area specific recommended if needed. This approach allows additional work outlined in the CHAP to occur. It also ensures that zoning, which is only one tool that can be used for cultural heritage conservation, is assessed and evaluated for all identified CHLs as they are studied further.

Preliminary recommendation for the Brooklyn and College Hill Heritage Conservation District: It is recommended that an area specific rule be included in a new zoning bylaw that establishes a maximum building height of nine metres and three storeys for the entire heritage conservation district. This ensures that the recommendations on building height from the Brooklyn and College Hill Heritage Conservation District plan are implemented in a new zoning bylaw.

Preliminary recommendation for protected view areas of the Basilica of Our Lady Immaculate: It is recommended that the existing rule for the five protected view areas of the Basilica be retained. Retaining this rule ensures conformity with the Official Plan and Downtown Secondary Plan. It is further recommended that the existing elevations within the protected view areas be verified for technical accuracy to ensure that the intent of the rule, which is to provide for and protect identified views of the Basilica from specific vantage points, are maintained.

Chapter 13 – Other existing zones – urban reserve and aggregate extraction

Preliminary recommendation for the urban reserve zone: It is recommended that an urban reserve zone be retained and that it apply to lands where additional planning work is required, such as the lands designated Reserve Lands in the Clair-Maltby Secondary Plan area and the block plan areas of the Guelph Innovation District Secondary Plan area. Additionally, it is recommended that an urban reserve zone apply to lands where servicing is not yet available. An urban reserve zone is contemplated by the Official Plan which provides for its use for the above-motioned reasons. All lands that are currently zoned urban reserve will be reviewed to determine if the lands should remain zoned urban reserve or whether a zone that aligns with the Official Plan land use designations is now appropriate.

Preliminary recommendation for the aggregate extraction zone: As there is no aggregate extraction Official Plan land use designation, it is recommended that the aggregate extraction zone be deleted.