

April 1, 2025

Chris DeVriendt, Manager of Development Planning,
Planning and Building Services
Infrastructure, Development, and Environment
City of Guelph
1 Carden Street
Guelph, ON N1H 3A1

Attention: Chris DeVriendt

RE: 1 Clair Road East, City of Guelph (Ward 6)
Official Plan & Zoning By-Law Amendment Application

We, First Capital REIT ("First Capital"), agents of FCHT HOLDINGS (ONTARIO) CORPORATION, own the property municipally known as 1-105 Clair Road East, referred to moving forward for the purpose of this development application as 1 Clair Road East (the "subject site"). The subject site is situated at the southwest corner of Clair Road East and Hawkins Drive, and is bound by Clair Road East and Poppy Drive East to the North and South respectively, and Farley Drive and Hawkins drive to the west and east respectively. The subject site is a part of the larger Pergola Commons shopping centre, which extends west to Gordon Street.

Previously, two pre-submission applications were filed with the City of Guelph on December 18th, 2024, and August 28, 2024, in support of the above noted Official Plan Amendment and Zoning By-Law Amendment.

Following receipt of the latest round of city comments received in November 2024, we have had discussions with city staff including Planning, Engineering, Environmental Engineering, urban design, and parks. We have worked with city staff to address these concerns, as highlighted throughout our submission drawing and report materials.

We are now pleased to submit the enclosed material in support of the Formal Development Application for an Official Plan Amendment and Zoning By-Law Amendment ("the application"). This submission package contains the wholistic and comprehensive set of drawings, reports, and comment response matrices which have been compiled and revised to address city staff concerns to date. This includes comments received in regards to both pre-application submissions, as well as various conversations had with city staff throughout the process.

In order to assist with the review, we have noted below, the specific documents which have been revised since the August 2024 submission, and have also included both the current and previous comment response matrices.

In Support of the resubmission of the application, please find enclosed the following items for your review and consideration:

Updated Documents:

1. Comment Response Matrix, dated March 2025;
2. Planning Justification Report (PJR), prepared by MHBC, dated March 2025;
3. Draft Zoning By-Law Amendment (2023-20790), prepared by MHBC;
4. Draft Official Plan Amendment , prepared by MHBC;
5. Architectural Plans including Site Plan, prepared by SVN Architects, dated March 2025;
6. Urban Transportation consideration Report, prepared by BA Group, dated March 2025;
7. Functional Servicing Report, prepared by CivilGo, dated March 2025;
8. Civil Drawing Set, prepared by CivilGo, dated March 2025;
9. Landscape Drawings, prepared by SVN Architects, Landscape Division, dated March 2025.
10. Hydrogeological Report, prepared by WSP, dated March 2025;
11. Commercial Function Study, prepared by Tate Research, dated February 2025;
12. Affordable Housing Report, refer to section 2.8 of PJR, prepared by MHBC, dated March 2025;

Previously Submitted Documents Included:

13. Neighbourhood Information Meeting and Community Engagement Report, prepared by Bousfields Inc, submitted August 2024;
14. Urban Design Brief, prepared by Bousfields Inc., submitted August 2024;
15. Wind Tunnel Study, prepared by RWDI, submitted August 2024;
16. Sun and Shadow Study, prepared by SVN architects, submitted August 2024;
17. Feasibility Noise Study, prepared by RWDI, submitted August 2024;
18. Phase 1 Environmental Site Assessment, prepared by WSP, submitted December 2023;
19. Phase 2 Environmental Site Assessment, prepared by WSP, submitted August 2024;
20. Salt Management Plan, prepared by CivilGo, submitted August 2024;
21. Tree Inventory & Preservation Plan, prepared by Kuntz Forestry, submitted August 2024;
22. Tree Inventory & Preservation Plan Report, prepared by Kuntz Forestry, submitted August 2024;
23. Bird Friendly Design Checklist, refer to PJR Appendix (10);
24. Community Energy Initiative Strategy Study, refer to PRJ Appendix (9);
25. Pre-Submission 1 Comment Response Matrix, dated August 2024

Should you have any questions, please do not hesitate to contact the undersigned at 647-267-1137.

Sincerely yours,



Kara Green

Director, Development
First Capital REIT

No.	Comments	Notes	Responsibility
PLANNING POLICY COMMENTS (dated: November 08, 2024)			
Lucas Mollame, Policy Planner			
1	Policy Planning staff are appreciative of the changes made to the proposal to address concerns, especially regarding the increase in commercial GFA and the design of the retail commercial space to contribute to a main street area. Staff would still be open to discussions about how permitted commercial uses in the CMUC zone could be considered in the proposed size of the commercial space (without pre-determining uses, as we understand that tenancing has not been completed) and could be included as part of submission materials to further strengthen the justification that a community focal point could be created on this particular site (e.g. commentary such as the proposed commercial space could include an art gallery, a commercial entertainment use, a recreation facility, etc. but that tenancing at this time has not yet been determined).	Noted. Commerical Function Study has been revised to address this. Please refer to Executive Summary as well as section 4.2 for updated language.	Tate Research
2	Policy Planning staff are also appreciative of the reference to Section 4.4 of the latest Growth Management and Affordable Housing Monitoring Report, specifically the commentary on the density target. Further commentary should be provided on exactly how this proposed development will move the City forward in achieving that density target, based on the size of the Strategic Growth Area and using the P.P.U calculations and employee density calculations in the latest Development Charges Background Study.	Section 4.4 of the latest Growth Management and Affordable Housing Monitoring Report sets the target density of 130 residents and jobs per hectare for the Gordon Street at Clair Road Strategic Growth Area. Based on this density, the proposed development would be required to achieve a density target of 289 residents and jobs for the net development area at 2.2188 ha. Using the Persons per Unit Apartment Rate of 1.784 identified in the Guelph 2023 Development Charges Background Study, the proposed development will generate 1,276 residents in total. With regards to the commercial component of the development, the Guelph 2023 Development Charges Background Study provides an assumption of 1 employee per 400 ft ² . The development proposes 22,895 ft ² (2,127 m ²) of commercial floor area. At the assumed rate, the proposed development would generate 58 employees. In total, the development will generate 601 residents and jobs per hectare, exceeding the density target of 130 residents and jobs per hectare.	MHBC
URBAN DESIGN AND LANDSCAPE COMMENTS (dated: February, 2024)			
Anand Shah, Senior Development Planner & Rory Templeton, Landscape Planner			
	Emphasize how materials and architectural treatment are used as a medium for enhancing the vertical separation of uses like commercial from residential.	Differentiation of ground floor commerical podium can be achieved through contrasting colour and texture of materiality. Also sepearte design elements such as arched elements on ground floor, and horizontal banding on upper podium floors, as shown in the renders. The exact materiality will continue to be explored during the SPA process.	FCR
Comments on the Submitted Developoment Concept - Site Plan/ Ground Floor Plan			

No.	Comments	Notes	Responsibility
1	Staff appreciate the idea of prioritizing pedestrian circulation at the intersection crossing for the east-west private road and 'woonerf', however, staff would require careful design considerations to ensure the AODA standards are met. This may require the E-W private road to be gradually sloped to meet the intersection, instead of a sudden ramp to reach the intersection. Defining vehicles from pedestrians should be done through bollards as well as TWSI's, and other AODA measures.	<p>Details will continue to be refined through consultation with the City as part of subsequent Site plan applications.</p> <p>Further description of the tabled intersection and guiding industry rationale is provided below. The updated landscape plans illustrate proposed bollards and TWSI's, strategically located to delineate pedestrians from vehicles.</p> <ul style="list-style-type: none"> • The tabled intersection along the east-west private street has been designed with consideration for the Transportation Association of Canada (TAC) Canadian Guide to Traffic Calming, Second Edition (2018) (TAC Traffic Calming Guide). The design guidelines for tabled intersections (2-way STOP control) and raised crosswalks at intersections have both been considered, given that the configuration of this tabled intersection incorporates elements of both features (all-way STOP control, raised crosswalks on all approaches). • For raised crosswalks at intersections, the TAC Traffic Calming Guide recommends a minimum transition length of 1.5 metres (2.0 metre desirable transition length) and a transition slope not exceeding 6%. • The proposed all-way STOP controlled tabled intersection has been designed to account for consistent transition lengths and to meet the recommended slopes for raised crosswalks at intersections. A transition length of 3.5 metres has been applied to both the west and east approaches, resulting in slopes of 5.7% and 2.6%, respectively. • The travelled surface for pedestrians is intended to be located along the top of the tabled intersection, eliminating any "step down" onto the street for pedestrians. This will improve connectivity and accessibility for pedestrians. The pedestrian crosswalks also meet the recommended minimum width of 2.5 metres. • Additionally, all approaches of the tabled intersection are proposed to be STOP-controlled, further reducing the travel speeds at the tabled intersection and mitigating the impact of the proposed transitions. • Details related to the transition slopes at the proposed tabled intersection will continue to be coordinated with the City prior to Site Plan approval. The proposed tabled intersection is discussed in greater detail in Section 5.3.3 of the 2025 Transportation Report. 	BA Group
2	Understanding that the current plan shows a dedicated right turn lane at the intersection of the 'Main Street' and Clair Road East, please consider options for on-street layby parking fronting Tower C (along the Farley Drive private road extension) to support commercial uses.	<p>The existing configuration for the south approach of the Clair Road East / Farley Drive intersection (private leg of the intersection), which consists of a dedicated northbound left turn lane and a shared northbound through-right turn lane, is proposed to be maintained throughout the redevelopment. Providing layby parking spaces at this location may impact the efficient and safe operation of the south approach of the Clair Road East / Farley Drive intersection, due to its proximity to the intersection, increasing the potential for conflicts between parked vehicles and vehicles queued at the signalized intersection. Queueing activity at the south approach of this intersection is currently observed, and is expected to continue through the redevelopment of the Site.</p> <p>Considering the above, the proposed lane configuration and traffic control for the Site maintains an uninterrupted northbound left and through-right lane at Clair Road East / Farley Drive (illustrated in Figure 11 of the 2025 Transportation Report).</p>	BA Group
3	Remove non res. Parking #23 at the pickup drop off area of Building B and add additional non-residential parking in front of the outdoor amenity area after #22.	<p>Parking and lay-by spaces have been allocated to avoid the functional intersection areas along Farley Drive. See updated architectural plans for reference.</p> <p>Adding additional spaces in front of #22 would conflict functional intersection space.</p> <p>Considering the above, the prior layout for parking and drop-offs has been maintained. The proposed non residential parking on the Farley Drive frontage of the Site will facilitate both front-door pick-up / drop-off activity in addition to designated lay-bys.</p>	SVN/BA
4	Confirm the setback of Tower A and C along the 'woonerf' – Building elevation shows the setback at approx. 1.5m where the plan shows a 3m. setback. Staff would like the setback to be a minimum of 3m. Consider if a 4.5m setback can be achieved.	<p>Building elevations have been updated to reflect the setbacks as noted in the plans. Please refer to A303.</p> <p>Setback depth was explored. It was determined that increasing the setback could have negative impacts on unit quality, and perception of an increase from an urban design perspective would be minimal.</p>	SVN/ Bousfields

No.	Comments	Notes	Responsibility
5	<p>Has the option to move the underground parking ramps for Tower A and B facing E-W drive-way been explored? This will help eliminate any vehicular traffic in the 'woonerf' to make the space more accessible and provide a strong N-S pedestrian connection from Clair Dr. to Poppy Dr. With this option the common amenity area of Tower B facing woonerf can be increased and potentially connected with the outdoor common amenity area space of Tower A.</p> <p>Consider the above change by providing only one ramp (in Tower A opposite the ramp of Tower C) to access the underground parking</p>	<p>As part of the site design process, the location of vehicular parking ramps was reviewed and discussed. We note the following with respect to the transportation-related considerations for the location of the underground parking ramps on the Site:</p> <ul style="list-style-type: none"> • Distributing vehicular accesses to buildings on the Site across the proposed street network provides redundancy in building access, such that a single street is not relied upon to provide access to all buildings on the Site. This distributes inbound / outbound traffic related to the Site across all accesses to the external street network, and provides routing choice for residents and visitors. • From a transportation perspective, the proposed location of parking garage accesses on the woonerf provides flexibility in development phasing for Tower A and Tower B. Should Towers A and B be deployed prior to Towers C and D, development can occur largely without impacting the existing Internal East-West Street, and access to any existing-to-remain uses north of the Internal East-West Street on the Site. • Phasing and development flexibility was considered in the design of Towers A and B to allow for separate parking and loading facilities. Each building can support separate parking garage ramps and loading facilities in a consolidated location, which also allows for uninterrupted frontage on the south side of the east-west private driveway. • The design of the proposed woonerf followed the guiding principle that they are designed to act as a common space for vehicles, pedestrians, cyclists, and other mobility users who operate within a shared right-of-way, in a controlled and low-speed setting. • The configuration of the proposed woonerf and related accesses considers mobility of all users while balancing the phasing, urban design, and operational requirements of Towers A and B. <p>Proposed Site vehicular access is further discussed in Section 5.1 of the 2025 Transportation Report.</p> <p>As noted above, Tower A and Tower B are proposed to support flexibility for separate, unconnected parking and loading facilities. As such, two driveway ramps and loading facilities would be required to accommodate Towers A and B. Locating all vehicular accesses on the Internal East-West Street is considered excessive, and may cause operational issues related to high volumes of inbound and outbound vehicles on the Street.</p>	<p>BA</p> <p>BA</p>
6	Ensure all proposed retaining walls, seat walls and/or stairs are set back a minimum of 150mm from any property line.	Noted, and confirmed.	SVN
7	Please note the City is currently developing a Complete Streets Manual. The design of Clair Road ROW could be subject to change and therefore the proposed layout of trees, sidewalk and sodded boulevard should be considered a placeholder. Further coordination through Site Planhe 'woonerf'.	Noted.	FCR/ SVN
	Ensure to coordinate utilities and landscape elements to avoid unnecessary conflicts – such as the proposed water hydrant that is currently located overtop a unique paving pattern in the 'gateway' area.	Noted, and have relocated this hydrant to avoid conflict with gateway area furniture. Will ensure further coordination at SPA stage.	Civil Go/ SVN
Comments on the Submitted Development Concept			
Building Massing/ Elevations			
	On the Woonerf Building Elevations – Building B and D – East elevations show steps along the grade. Please clarify what is happening at these points.	ok. Will provide clarification	

No.	Comments	Notes	Responsibility
	The 6-storey podium with proposed setbacks along Clair Rd. and Farley Dr. require reconsideration. If required setbacks cannot be achieved consider reducing the podium height to a lower level at 3rd or 4th storey.	<p>This item was discussed over a conference call with the city planning and urban design staff present. It is determined that further setbacks would negatively impact the units and layouts.</p> <p>We also believe the podium massing to be appropriate in the context of the proposal.</p>	SVN/ Bousfeilds
Common Amenity			
13	Staff would encourage the applicant to develop a variety of different programmed common amenity spaces at Level 7 for each building, especially if all roof tops are accessible by residents. Instead of similar configurations of raised planter beds and BBQ pits as represented in amenity plan drawings, consider - entertainment space, exercise area/yoga, table tennis/shuffle board, fire pit, etc. designed with acceptable mitigation measures to make such common amenity area spaces usable and efficient, as suggested based on findings of wind study and noise study.	Noted. We can certainly explore this further at SPA, however, Amenity layouts were only provided at this time to help provide a sense of scale and to demonstrate the quantity and quality of amenity spaces that are being allocated for here.	FCR
14	Additionally, clearly show/label on the drawings types of different indoor amenity areas as presented in the April, 2024 Amenity Concept Package. Ensure the same is continued through the Site Plan process and appropriate shared access measures are provided to the residents of all towers.	As per the above - it is typically very early in the process to develop this level of AMenity Concept. These layouts were provided only as supplemental information to discuss the quantum of amenity space provided. We will be providing these layouts as a part of the architectural plans during the site plan application process.	FCR
15	Based on the current submission, common amenity space required would be 14,420 sq.m. A stronger justification is required for a reduction of 40% is required. been presented; and given that the City Built Form Standards state that 'a reduction will only be supported by staff for those proposed developments along intensification corridors within 500m walking distance of a park with a minimum size of 1 hectare, it is currently not possible for staff to support such a significant reduction as proposed. Staff also do not agree to the proposed revision in the draft zoning by-law amendment to include private balconies and terraces in the common amenity space calculation.	<p>The proposed development provides for a 0.18 ha parkland contribution, which is integrated with the surrounding outdoor amenity area. Dallen Park is a 0.76 ha community park which is within a 200 m walk from the Subject Lands. Surrounding Dallen Park is 1.90 ha of open space owned by the Municipality and is planned for a future City Trail per Schedule 6 in the City's Official Plan. The proposed City Trail will provide a connection to the extensive existing trail system, including trail connections to Preservation Park.</p> <p>In addition to the above parkland contribution and acknowledgement of the surrounding parks and trails, the draft Zoning By-law Amendment has been revised to include a minimum private amenity space of 4.8 m² per unit. This will ensure each unit has dedicated amenity space immediately accessible to the unit. In addition to the private amenity space, new rooftop amenity space has been added to Buildings C and D, providing an additional 571 m². In total, the development proposes 1,999 m² of indoor amenity space, 5,093 m² of outdoor amenity spaces and 5,732 m² of private amenity space. Overall, the development provides 4.8 m² per unit of private amenity space and 9.9 m² per unit of common amenity space. Based on the preliminary programming that was previously provided, and given the parkland contribution as well as the surrounding trail system, we believe a balanced and appropriate amount of amenity space has been provided for this development.</p>	MHBC

No.	Comments	Notes	Responsibility
16	Staff have concerns with the lack of at-grade common amenity space for Towers C and D. Consider increasing indoor amenity areas and providing roof-top amenity areas for these towers.	Rooftop amenity has been provided for towers C and D with a total of 601 sm of rooftop amenity space added to the overall amenity area.	FCR
17	There is some concern with the need to implement an acoustic glass wall against Farley Drive extension to satisfy the Noise Study mitigation requirements for the common amenity spaces. Please provide staff with some examples of where this exists.	Acknowledged. We will proceed with further coordination of this item during the SPA stage.	SVN
Pedestrian Wind Assessment			
22	With new landscape details, updated Wind Tunnel Study predicts the suitable wind conditions along this public plaza. This needs to be confirmed with precise calculations at Site Plan and appropriate mitigation measures as required to be provided.	Noted.	RWDI
Trees and Landscaping			
25	Landscape material upgrades such as concrete pavers are supported as they can create visual interest by adding colour and texture that breaks up larger hard surface areas, as well as can be used for wayfinding measures and user priorities, however, please ensure to specify products that have minimal chamfered edges within pedestrian zones to meet accessibility standards of the AODA.	Noted. Will continue to explore during SPA	SVN L
26	AODA compliant pedestrian crossings, street furniture is to be integrated into the design to provide inclusive design features.	Noted. Will continue to explore during SPA	SVN L
27	When designing common amenity area spaces at-grade, consider programming needs for residents with dogs (dog runs, dog relief areas, etc.), accessibility needs (inclusive design).	Noted. Will continue to explore during SPA	SVN L
28	LID measures are strongly encouraged such as rain gardens, bioswales, etc. that provide habitat and food for native insects and birds	Noted. We have proposed the implementation of LID (Low Impact Development) measurments on-site, including the installation of bioswales along the Poppy Drive streetscape. See L-100	SVN L
29	A minimum of 1 tree and 5 shrubs must be planted for every 45m2 of required landscaped area to ensure sufficient vegetative cover for pedestrian comfort and stormwater management.	Noted. We have incorporated additional trees as outlined in the Planting Plans L-500 and L-600.	SNV L
30	The proposed Redbud trees fronting Clair Road may not perform well due to north-west wind exposure. Consider alternative species that are more tolerant of the site conditions.	Noted. We have substituted the Redbud trees along Clair Road with large woody shrubs, specifically Amelanchier canadensis (Serviceberry), and have updated the Planting Plans L-500 and L-600 accordingly.	SVN
31	Ensure the commercial 'spill out' areas along Clair Road are considered when laying out trees and planting beds. Opportunities for patios and/or display spaces is important for the viability and success of these units.	Noted. We will further explore this during the SPA stage, once the interior commercial layout has progressed, to establish a proper indoor-outdoor connection with patios and display spaces.	SVN L
32	Please clarify why there are no soil cells proposed for trees at the north-west corner of Building B and along the length of Farley Drive Extension.	Soil cells have been added for the trees at the nort-west corner of building B. refer to L-500	SVN L
12	Please clarify why soil volumes were not recorded for the planter fronting Clair Road.	Noted. No tree soil volume is recorded for the planter along Clair Road, as there are no proposed trees; instead, we have proposed large woody shrubs. Additionally, the streetscape planting zone along Clair Road is designated as Soil Zone 1, as indicated on L-500.	SVN L
13	A well-conceived planting plan for all areas that is comprised with a majority of native species will be required, including common amenity area spaces on the 7th floor.	Acknowledged. We will provide further specifications for native planting species on the upper levels during the SPA stage.	SVN L

No.	Comments	Notes	Responsibility
	details related to the proposed bioswales and any specific plant species and soil composition is to be explored through Site Plan	Acknowledged. We will provide further specifications for the SPA stage.	SVN L
Grading			
	Slopes through both Building B common amenity spaces are a bit steep at 3.8% and 4.2%. Please strive to achieve 2% through programmable spaces.	Acknowledged. We have coordinated with the Civil team to integrate stairs and ensure lower percentage slopes throughout the outdoor amenity area	SVN L
	Details related to stairs leading up to townhouse units and integration into proposed landscape elements is to be explored further through Site Plan.	Acknowledged. We will provide further specifications for the SPA stage.	SVN L
Site Plan Issues (As a part of the site plan process, further detailed comments will be discussed including:)			
	<ul style="list-style-type: none"> When considering the location of utilities such as hydro transformers, locations that are not fronting onto the public right of way, proposed public park, common amenity areas, Clair Road in particular. A utility plan will be required as part of the site plan application. Garbage storage and functionality that does not hinder outdoor common amenity spaces and programming. Wind and noise mitigation measures per finding of Wind and Noise study analysis. Accessibility related details to demonstrate conformity with the AODA. Programed outdoor common amenity areas for Level 7 for each building. Street furniture such as short-term bicycle parking, benches etc. Keep in mind bird-friendliness strategies in the design of the elevations. Rooftop mechanical screening details. Architectural details. Continued encouragement of LID systems. Sustainable Development Checklist will be required as part of the site plan process. 	Noted.	
ENVIRONMENTAL PLANNING COMMENTS (dated: February, 2024)			
Ryan Hamelin, Environmental Planner			
1	<p>Required: The proposed water balance is unclear and does not provide sufficient details on proposed changes to infiltration, run-off and evaporation from pre development (i.e., current condition) to post-development (i.e., proposed development). The water balance analysis also does not provide sufficient clarity on whether there will be changes in drainage patterns or outlet locations. The next submission must provide an updated water balance and associated analysis.</p> <p>Note: After conversation between Civil Go and Ryan Hamelin, the following clarification request was sent by R. Hamelin on November 11, 2025:</p> <p>1) The Post-Development Stormwater Catchment Area figure shows three catchments. My understanding is that runoff from all three catchments is directed to infiltration galleries and ultimately to the off-site SWM pond east of Hawkings Drive. Please confirm whether there is a single discharge point for the site or several. If there is a single discharge point, a single site water balance is sufficient. If there is more than one discharge, a site-based plus feature-based water balance should be provided.</p>	<p>1) There is a single outlet discharge-outlet; the existing 900mm-dia. Storm-sewer connection, which drains-to the off-site SWM Pond east of Hawkings Drive. This is discussed in Section 6.c. The site is divided into three distinct catchment areas, each representing a different surface type (imperviousness), but not outlet. Although these areas are categorized separately, they all ultimately discharge into the same outlet: the stormwater management pond. Therefore, the single site water balance analysis is sufficient.</p> <p>2) Revised accordingly – refer to FSR Table 4, page 20.</p> <p>3) Runoff volume for the interim condition is provided accordingly, in Appendix G and summarized in Table 4. Note that the tables do reflect an increase in runoff in the Interim and Post-Development scenarios, compared to existing, however with the mitigation provided by the infiltration galleries in the Interim and Post Development scenarios, the runoff is reduced compared-to the existing scenario. This is reflected in Table 4.</p>	CivilGO

No.	Comments	Notes	Responsibility
O	<p>2) Please provide a table(s) that shows the monthly breakdown of infiltration, evaporation and runoff from the 'interim' condition to the 'proposed condition.' Please include a row showing the volume change and the % between the two conditions. It would be fine if you want to also show the predevelopment condition in that table.</p> <p>3) Based on the tables provided within Appendix G, the annual runoff shown in the predevelopment condition is 4915m³, and in the post-development conditions, the runoff is 7865m³. The runoff for the interim conditions doesn't appear to be provided. From these tables, there seems to be a 60% increase in runoff from predevelopment conditions, and the change from the 'interim' conditions is unclear. Based on the text of section 6, I understand the post-development runoff calculation is without any mitigation measures; however, we require a calculation to be complete with mitigation measures included.</p>	<p>2) Revised accordingly – refer to FSR Table 4, page 20.</p> <p>3) Runoff volume for the interim condition is provided accordingly, in Appendix G and summarized in Table 4. Note that the tables do reflect an increase in runoff in the Interim and Post-Development scenarios, compared to existing, however with the mitigation provided by the infiltration galleries in the Interim and Post Development scenarios, the runoff is reduced compared to the existing scenario. This is reflected in Table 4.</p>	CivilGO
2	<p>Required: The Dewatering Assessment provided within the Hydrogeological Report does not provide sufficient details regarding the potential impacts of temporary construction dewatering and does not provide any proposed mitigation measures to avoid impacting the Natural Heritage System or Water Resource System. The projected Zone of Influence from construction dewatering seems to intersect with elements of the Natural Heritage System. Details should be provided on potential hydrologic impacts on the Natural Heritage System and mitigation methods.</p> <p>The Dewatering Assessment did not discuss discharge locations for construction dewatering. Please discuss potential discharge locations and, as appropriate, discuss the assimilative capacity of any receiving Natural Heritage Features. Please note that Environmental Planning's general preference for dewatering discharge is to be directed to the sanitary sewer if capacity is available.</p>	Please refer to updated dewatering section of Hydrogeological Report.	WSP
	Note: If a phased development approach is proposed, a water balance for each phase may be required through the Site Plan process.	Noted.	FCR
	Note: The Hydrogeological Investigation refers to the requirement for long-term water management for underground elements below the seasonal high groundwater level. The provided material indicates that a proposed water management system has not yet been developed. For Environmental planning purposes, water management and waterproofing details can be provided through Site Plan. However, permanent dewatering through a perimeter or underground drainage system, which may impact the Water Resource System or Natural Heritage System, will not be supported. Significant dewatering through a drainage system must be avoided through design, and any proposed dewatering must be considered within the water balance assessment.	Noted.	WSP

No.	Comments	Notes	Responsibility
	Note: The preliminary bird-friendly design details are appreciated. Details on the location of bird-friendly markings are to be confirmed through the Site Plan. However, it should be noted that based on the preliminary review of the in conjunction with the proposed landscape plans, additional areas of bird-friendly markings may be required	Noted. Will address at SPA	SVN
ENGINEERING COMMENTS (dated: November, 2024)			
Michelle Thalen, Engineering Technologist III			
Traffic Services:			
Driveway Access:			
1	In accordance with the zoning by-law, within any part of a sight line triangle (corner lot and driveway) area no building, structure, play equipment, statue, swimming pool/hot tub or parked motor vehicle shall be located. Within the sight line triangle, a fence, hedge, shrub or foliage may be located provided it does not exceed 0.8 metres above the level of the travelled portion of the street. In the response matrix its noted as "Noted. Subsequent site plan applications are expected to demonstrate protection for sight triangle." Staff will verify the sightline triangle in accordance with the zoning by-law requirements at the site plan application.	Noted.	BA
2	Proposed new driveway accesses must be designed in accordance with the City's Development Engineering Manual (DEM) standards. Comments response matrix notes "Noted. The proposed driveway accesses have been designed in accordance with the City's Development Engineering Manual (DEM) standards. Subsequent site plan applications are expected to demonstrate design measures proposed for the Site driveways". Key access details such as access width and access radius are missing on the site plan. Site plan must depict the access dimension in accordance with City's DEM and to be reviewed at the site plan application.	Noted. Updated architectural plans provide key access details, consistent with the City's DEM.	BA
3	New driveway access on Poppy Drive East must be aligned (centerline to centerline) with the existing residential driveway access (1888 Gordon Street) on the south side of Poppy Drive East. Comments response matrix notes "Noted. Driveways are proposed to be aligned and subsequent site plan applications are expected to continue to demonstrate alignment of driveway accesses". Centerline driveway alignment must be depicted on the plans.	Driveways are proposed to be aligned. Existing residential driveway access has now been picked up by surveyor and the alignment has been confirmed. Please refer to updated architectural plans.	FCR/ SVN
4	As acknowledged in response to comments matrix dated August 2024, existing Transit Stop (6100 Poppy Drive at Hawkins Drive) to be relocated at developers cost. Exact location and detailed design of the new transit pad will be reviewed and constructed as part of the site plan approval process.	Noted.	FCR
Protected Crossing Facility on Poppy Drive East and Hawkins Drive:			
	The study recommends a protected crossing facility on Poppy Drive East either at Hawkins Drive or Farley Drive extension as an appropriate measure to address existing conditions and concerns. It further notes that a protected crossing facility could be facilitated by either all-way stop or by a Pedestrian Crossover (PXO). The City follows the Ontario Traffic Manual (OTM) to review the feasibility of all-way stop control and PXO's. The City will continue to monitor the needs for future improvements for safe crossing and traffic operations.	Noted.	FCR
Curb Extensions and Internal Roadway:			
	Proposed curb extensions at the internal east-west street and internal north-south street intersection will reduce the travel lane width and enhance pedestrian crossing distance while improving pedestrian safety. A 7.0m wide drive aisle width is proposed at the curb extensions. Review and further extend the curb extension to achieve 6.5m drive aisle width at the curb extensions. TIS comments response matrix notes "updated architectural plans provided in Appendix A indicates a reduce drive aisle width at the curb extension of 6.5m. However, narrower (6.5m) internal roadway width is missing between the curb extensions.	Updated architectural plans illustrate the 6.5 m curb-face to curb-face drive aisle dimension at the curb extensions	BA

No.	Comments	Notes	Responsibility
Clair Road East:			
	The City is currently developing Complete Streets Design Guidelines expected for publication in 2024. The guidelines will include a Multi-Modal Level of Service (MMLOS) tool. These documents may become available and in effect during the development application review process. Guelph Transit staff have identified the need to add a bus shelter to stop #6098 on Clair Road East at Hawkins Drive (eastbound). Proponent to review the feasibility of providing the desired shelter fully or partially within the proposed development limits at the site plan approval stage. Transit shelter would further support the use of transit for future residents of the proposed development. As acknowledged in TIS response dated August 2024, details regarding the feasibility of the bus shelter location to be reviewed at the site plan approval stage.	Noted.	BA
Response to City Comments:			
	Planning comments responses, Urban Design and Landscape Comments will be reviewed and commented on by Planning Staff.		
	Subsequent Site plan applications shall continue to confirm that drivers' sightline be free of obstructions. Vegetation within the sight triangle must not exceed 0.8 meters above the level of the travelled portion of the street. Details to be reviewed at the site plan review process.	Noted.	
	On-street parking is proposed along the internal road. Parking space dimensions must be provided in accordance with the zoning by-law. Parallel parking spaces are to be minimum of 6.5m long. However, proposed parallel parking spaces along the internal roads are only 6.0m in length.	<p>The proposed parallel parking spaces have a length of 6.5 m, consistent with the Zoning By-law requirements. Updated architectural plans provided in Appendix A illustrate the dimensions of proposed parallel parking spaces, and have been revised to dimension the entirety of the proposed curbside pick-up / drop-off facilities, rather than a conceptual module.</p> <p>As part of subsequent site plan applications, signage plans will be provided that clearly distinguish proposed non residential parking spaces from proposed curbside pick-up / drop-off facilities.</p> <p>The proposed parking strategy for the Site is discussed in greater detail in Section 6.4 of the 2025 Transportation Report.</p>	BA/ SVN
Section 7: Vehicular Parking Consideration			
	Parking demand and supply will be reviewed and commented on by Planning Staff	It is our understanding that parking supply concerns have now been met.	FCR
Transportation Demand Management			
8	The proposed development is situated in a walkable, bikeable, transit-friendly area. Sustainable Transportation staff are generally supportive of the TDM measures outlined in Section 10, that will support residents, employees and visitors to choose sustainable modes of transport	Noted.	FCR
	Detailed design of sustainable transportation features, such as bike parking, electric vehicle parking and connections to sidewalks and cycling facilities within the Right of Way (ROW), can be discussed at the site plan stage. Staff will be looking to ensure the bicycle parking is suitable for a range of users (i.e. a variety of bike racks to suit different bicycle styles and user needs). As acknowledged in TIS response to comments dated August 2024, detailed design of sustainable transportation features will be reviewed at site plan application.	Noted.	BA

No.	Comments	Notes	Responsibility
Municipal Services:			
Servicing Capacity:			
	The servicing capacity analysis was completed, and comments provided with the last submission. The response matrix supplied by the applicant acknowledged the results of the analysis. Please note that although the entire site as currently proposed is found to have sufficient capacity within the existing model, staff will require the review of the available capacity prior to approval of each phase of the development.	Noted.	CivilIGO/ FCR
Proposed Site Servicing:			
13	The proposed reuse of the existing onsite services and clarity within the FSR with regards to future easements (if necessary) has demonstrated that the development can be adequately serviced by municipal infrastructure as identified in the City's Zoning Bylaw. Please note that at the time of site plan, a bulk water meter will be required for the site in accordance with the DEM – refer to section 6.3.3(13).	Noted.	CivilIGO/ FCR
Stormwater Management:			
14	The proposed stormwater management of the site includes utilizing the existing stormwater service that outlets to the municipally owned stormwater management pond located adjacent to Hawkins Drive. The proposal also includes reuse of the existing underground infiltration gallery (D-Raintank system) that was designed to capture and infiltrate the east parking area as well as the introduction of a new gallery/retention system adjacent to the existing gallery. Please note that the bottom elevation of any new infiltration galleries should be set at a minimum distance of one meter higher than the established seasonal high groundwater level as determined by the data collected after four seasons of groundwater monitoring is completed. Infiltration testing for the soils underlying any new infiltration galleries shall be done at the time of site plan in accordance with the City of Guelph's Development Engineering Manual (DEM) section 5.7.8.	Noted.	CivilIGO/ FCR
Grading:			
15	The design has demonstrated that the grading of the site will reflect the existing conditions of the neighbouring properties and the right-of-way.	Noted.	CivilIGO/ FCR
Hydrogeological Assessment:			
	It is understood through the text that future monitoring events will occur to obtain the seasonal high groundwater elevations. The reviewer reminds the author that as per the City's Development Engineering Manual (DEM) that one full year of monitoring data is required in addition to depicting this data graphically via hydrograph in future submissions on this file. (Section 4.2.7; Page 5).	Noted. This monitoring is nearly complete. Will send updated information within the coming month.	WSP/ FCR
	Please provide a statement within the report confirming if a Certificate of Property Use (CPU) is on the property's title or not	A Certificate of Property Use (CPU) is not on the Property's Title.	FCR
Environmental Engineering:			
	No contamination was identified in soil; groundwater was not sampled.	Noted.	

No.	Comments	Notes	Responsibility
	<p>A Record of Site Condition (RSC) is required to be submitted to and approved by the Ministry of the Environment Conservation and Parks (MECP) in accordance with O. Reg. 153/04 (as amended), and in accordance with the City's "Guideline for Development of Contaminated or Potentially Contaminated Sites"(Guidelines), for this development.</p> <p>The Owner/Developer will be required to fulfill the following prior to approval of zoning bylaw amendment: Submit to the City proof of MECP RSC acknowledgement and filing (i.e., approval) for the Property/proposed development. Provide to the City all environmental reports prepared for the RSC filing including but not limited to:</p> <ul style="list-style-type: none"> Phase One ESA (already provided) Phase Two ESA (already provided) Risk Assessment (if required) Remediation Reports (if required) 	Noted. RSC is in the process of being filed. Will follow up with MECP RSC proof of filing shortly.	FCR
Noise Feasibility Study:			
	Engineering staff do not have any comments about the report as currently presented. Details regarding the noise attenuation walls will need to be submitted in accordance with the City's "Noise Control Guidelines" at the time of site plan.	Noted.	
SOURCE WATER PROTECTION COMMENTS (dated: November, 2024)			
Peter Rider, Source Water Risk Management Official			
	Note: The subject lands are located within a well head protection area (WHPA), WHPA-C with a 4-vulnerability score. As such, geothermal can be considered for this site. Details to be explored and discussed further through the site plan process.	Noted.	FCR
PARKS PLANNING COMMENTS (dated: November, 2024)			
Mathieu Alain, Park Planner			
1	<p>Parkland Dedication: As previously noted, Park and Trail Development require parkland dedication for this development. The minimum Parkland Dedication required is 0.18 hectares in accordance with the Planning Act s.42, City of Guelph Official Plan Policy 7.3.5.1. and the City of Guelph Parkland Dedication By-law (2022) 20717, as amended by By-law (2024)–20860 or any successor thereof.</p> <ul style="list-style-type: none"> • Parks and Trail Development staff acknowledge that the proposed 1800m² Park Block as identified on the Landscape Plan satisfies the requirements related to park size based on number of units proposed in the current submission. • The Park Block should be conveyed in phase 1. 	Noted.	FCR
2	<p>Demarcation: As previously noted, staff are of the opinion that demarcation is not required between the private property and the proposed park. However, if the applicant prefers to include the proposed 1.2m height metal privacy fence along the north property line of the park, please ensure it is located on private property a minimum of 0.15m from the shared property line.</p> <ul style="list-style-type: none"> • Further discussion about connections between the park and private outdoor amenity space to the north of the park may be required (i.e.: location of walkways or gates that bisect the proposed privacy fence). 	Noted.	FCR

No.	Comments	Notes	Responsibility
3	<p>Landscape Plan: Please clarify the limit of the underground parking structure. The Comment Response Matrix response from MHBC to Parkland Dedication comments reads “The parking structure does not encroach into the parkland dedications. The parking garage is setback 5.5m for the parkland limits.” However, it appears that the limit of the underground parking structure shown on Landscape Plan encroaches 2m inside the limits of the proposed park along the north property line.</p> <ul style="list-style-type: none"> • Further discussion is required to ensure that the proposed location of the park and underground parking structure meets the intent of City policies related to encumbered land. • Please provide information related to the proposed youth play zone located in the private outdoor amenity space to the north of the park to assist Park and Trail Development staff with programming for the Park Block. Is this playground shown conceptually or is it intended to be installed as part of phase 1 of development? 	<p>Landscape plans have been updated to reflect the limits of the underground.</p> <p>We acknowledge and confirm parkland dedication will be unencumbered.</p> <p>The playground is shown conceptually. This programming cannot be confirmed until SPA.</p>	FCR
4	<p>Functional Grading Plan: Parks are to contain a minimum of 80% table land with a range of 2% to 5% slopes as described in the Development Engineering Manual 5.3.21 and the City of Guelph Official Plan 7.2.3.4.v).</p> <ul style="list-style-type: none"> • Some of the proposed grades within the Park Block exceed 5%. <p>Further discussion will be needed during the Site Plan application process to confirm that the grades within the park meet the intent of City policies.</p>	Noted.	FCR
5	<p>Functional Servicing Plan: The Park Block must satisfy the basic parkland development requirements identified in the Development Charges Background Study Appendix E: Local Service Policy.</p> <ul style="list-style-type: none"> • Provide a minimum of one catch basin manhole at the low point of the park block in phase 1. 	Revised accordingly. Refer to Drawings CV-101, CV-102, CV-103.	CivilGo
	<p>Based on the information available, the following conditions for Development approval are recommended:</p> <p>Prior to Site Plan Approval:</p> <ol style="list-style-type: none"> 1. The Owner shall dedicate the Park Block for park purposes to the City to the satisfaction of the Deputy CAO of Public Services or their designate, pursuant to s. 42 of the Planning Act and in accordance with the City of Guelph Parkland Dedication By-law (2022) 20717, as amended by By-law (2024)–20860 or any successor thereof, prior to issuance of any building permits as part of phase 1 of the development. 2. The Developer shall be responsible for the cost of design and development of the Basic Parkland Development according to the City of Guelph’s Development Charges Background Study Appendix E: Local Service Policy, which includes servicing including water, hydro, stormwater, sanitary, electrical, fibre/phone, meter and meter boxes connected to a point just inside the property line, catch basins, culverts, manholes and other drainage structures, clearing and grubbing, only where impediments that would inhibit the suitability of parkland exist, any other associated infrastructure (minor bridges and abutments, guard and hand rails, retaining walls) as required to bring the land to a suitable level for development as a parkland, topsoil stripping, rough grading, supply and placement of topsoil and engineered fill to required depths and fine grading, sodding, only where parkland is divided between more than one separate development application or is part of more than one phased application within the same development parcel, temporary perimeter fencing where there is no permanent fence, temporary park sign(s) advising future residents that the site is a future park, and permanent ... 	Noted.	FCR